

Dear

On September 4, 2001, the Village Board of Trustees developed a policy regarding the receipt and acceptance of NSF (non sufficient funds) checks received by the Village in payment of utilities furnished by the Village. The receipt of such NSF checks results in unnecessary administrative and accounting work for Village employees. Therefore, the new policy concerning such NSF payments is as follows:

**If the Village receives two (2) NSF checks within a twelve (12) month period from a utility user, the Village will not accept another check for payment from that account. The Village will then only accept cash, money orders, or cashier's checks for payment. Alternative payment can be made with the Village Office Manager during scheduled business hours.**

Sincerely,

Wade Carter, Chairperson  
Utilities