

Utilities and Engineering Department
Check Acceptance Procedures

- 1) Ask for valid picture ID. Verify that the information printed on the check matches ID, i.e., name, address.
- 2) Print drivers' license number, state of issuance, and expiration date clearly on the check.
- 3) Check signer and presenter must match.
- 4) If not, (business checks only) print the presenters name and ID information on the check (Driver's license number, expiration date and phone number). The person who signs the check is responsible for the validity of the check.
- 5) Initials of the person accepting the check must be printed on the check. Should legal proceedings be necessary for collection of the check should it prove worthless, the person accepting the check must be the witness on behalf of the County.
- 6) Print other pertinent information; permit number, billing account number, ticket transaction number, etc. on the check.

Do Not Accept:

- 1) Checks that the signature is not clearly identifiable, unless the presenter provides matching ID and the name is printed under the signature on the check.**
- 2) If no valid ID is available.**

Utilities and Engineering Department
Handling Worthless Check Procedures

If the department receives notification from the bank of a worthless check, the Utilities and Engineering Administration Office will begin the process of collection. Should a division inadvertently receive a worthless check from the Finance Department, please forward immediately the U&E Administration Office.

After documentation, it will be forwarded immediately to the Building Services Administration for processing through the Federal Check Recovery System.

A processing fee of \$25.00 per returned check will be charged to the responsible party of the check by the Federal Check Recovery System.

Please address all questions concerning this procedure to the Utilities and Engineering Administration Office at 828.465.8261 or the Building Services Administration Office at 828.465.7932.