

Utilities and Engineering Department (U&E)
Check Acceptance Procedures and Policy

The U&E Check Acceptance Procedures and Policy is in conjunction with the Catawba County Check Policy. By writing a check to Catawba County, the person issuing the check authorizes U&E to either withdraw the full amount of the check from their checking account by standard deposit, or by utilizing Electronic Funds Transfer (EFT).

In accordance with NCGS 25-3-506, a \$35.00 returned check fee is charged.

- 1) A valid picture ID must be presented to verify that the information printed on the check matches the ID, i.e., name and address.
- 2) The drivers' license number, state of issuance, and expiration date should be clearly written on the check.
- 3) The check signer and presenter must match unless it is a business check.
- 4) If the check is a business check and the signer and presenter do not match, print the presenter's name and ID information on the check, including their 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, the person accepting the check may need to appear as a witness on behalf of the County.
- 6) Other pertinent information should be printed on the check, including the permit number, billing account number, ticket transaction number, etc.
- 7) Check information may be accepted by telephone for the purpose of utilizing EFT. By providing this information, the person issuing the check authorizes U&E to withdraw the full amount indicated from their checking account by EFT.

Do Not Accept the following:

- 1) **Checks that the signature is not clearly identifiable, unless the presenter provides matching ID and the name is added (print) to the check.**
- 2) **If no valid picture ID is available.**
- 3) **If the department has received two (2) previous worthless checks that were paid without legal action.**
- 4) **If legal action has been taken previously to collect a worthless check from the same check writer, company or business.**
- 5) **Business checks processed by EFT.**