Orange County Public Schools
445 West Amelia Street • Orlando, FL 32801-1129 • Phone 407.317.3200 • www.ocps.net

To: All Schools, Tech Centers, Exceptional Ed. Centers and Alternative Ed. Centers

From: Treasury Services

Re: New Check Collection Procedures

Returned Checks

In an effort to curb the internal cost our schools and district bears each year in returned checks (Non Sufficient Funds-NSF, Account Closed, Fraud and Stop Payment), we have contracted with Automated Recovery Solutions.

ARS provides this service to numerous School Districts around the country and is in charge of collecting checks for our District that are not honored by check writers' banks. For NSF checks, ARS will electronically monitor a bad check writer's account and are authorized to make (2) electronic attempts for the Face amount of the check plus a state authorized Returned Fee as follows:

Amount of Check Written	Return Fee
$.01 to $50.00	$25.00
$50.01 to $300.00	$30.00
$300.01-$800.00	$40.00
$800.01 - Plus	5% of Face of Check

If a check is returned Account Closed, Fraudulent, Stop Payment or the NSF Item is unable to be electronically recovered due to a zero balance, letters will be sent in which the check writer must pay the Full Face amount plus the above authorized state Fees within (15) business days. If not, the bad check writer can be referred to a state attorney's office where they will be charged the Face amount of the original check, plus (3) times the Face amount in Fees, plus costs, as allowed per the state.

Should you have any questions or need additional information you're welcome to contact Automated Recovery Solutions at 800-390-3948 or visit their website at www.automatedrecoverysolutions.com.

"The Orange County School Board is an equal opportunity agency."