



Town of Brookfield, New Hampshire  
267 Wentworth Road Brookfield, N.H. 03872  
603-522-3688

## **BAD CHECK POLICY**

### **I. STATEMENT**

When any check written to the Town of Brookfield as Payee is returned to the Town for non-payment, the appropriate officer, under the guidance of the Treasurer, shall take all means necessary to recover the uncollected funds and will assess a reasonable fee, as set by the Selectmen, to cover ancillary expenses.

### **II. PROCEDURE**

1. All returned checks deposited by the Town Clerk or Treasurer are subject to the following process and will not be redeposited:
2. The payer will be notified in writing that remittance of the uncollected funds is due within 14 days from the receipt of the notification letter, as well as a \$25 processing fee. This is in accordance with New Hampshire Law RSA 638:4.
3. Failure to pay the amount of the check and the processing fee of \$25 within the 14 day period will result in notification of law enforcement officials who will initiate prosecution for this offense. For checks returned for nonpayment that is related to motor vehicle transactions, the New Hampshire Department of Motor Vehicles will also be notified. In addition, no further motor vehicle transactions will be processed by the Town Clerk until uncollected funds and any outstanding fees are paid.
4. The Town of Brookfield will not accept checks from customers who have had checks returned for insufficient funds. Any exceptions must be approved in advance by the Treasurer.
5. All impacted departments will be notified and will post the following returned check notice. "All checks returned will be subject to a \$25.00 processing fee".

**ADOPTED BY THE TOWN OF BROOKFIELD SELECTMEN March 20, 2023**

  
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Rich Zacher

  
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Brian Robischeau

  
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Ed Gauthier