

Unpaid Fees and Negative Account Balances

Unpaid or overdue accounts disrupt accounting practices within the service center. All persons who owe overdue fees or have negative account balances with the service center shall be notified of the delinquency up to three times in not less than ten day increments by the executive director or executive director's designee via letter sent by U.S. First Class mail providing that the individual owes the service center fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the executive director or executive director's designee to pay it, a third and final notice shall be sent to the debtor by mail. Postage and stationary costs may be added to the original bill.

If full payment is not received by the business office within ten days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes, the executive director or executive director's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the service center, or the matter may be handled through the Kansas SetOff program.

Insufficient Funds Checks

The executive director or the executive director's designee is authorized to retain the services of a bad check collection agency to collect funds due to the service center upon receipt of insufficient funds checks.

Approved: SCKESC Board of Directors: 9/2018

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