

ENVISION PAYMENT SOLUTIONS

The Catoosa County Board of Education utilizes **Envision Payment Solutions** to protect the interest of all in our school system community against the time consuming and costly recovery of Non-Sufficiently funded checks.

Envision utilizes the federal and state laws allowing the electronic recovery process of NSF checks which results in a high rate of recovery at no cost to the school district. The cost becomes the responsibility of those who wrote non-sufficient fund checks with the electronic recovery of the face amount of the check and the electronic recovery of the state fee from the bad check writer's bank account.

Catoosa County Board of Education will gladly accept checks at a limit of \$300. When a check is used as payment, the check writer authorizes us to use information from the check to make a one-time electronic funds transfer from the check writer's account or to process the payment as a check transaction. The check writer authorizes us to collect a fee through an electronic funds transfer from the check writer's account if the payment is returned unpaid.

SCHOOL ADMINISTRATOR RESPONSIBILITY

Each School Administer has the responsibility to assure the following requirements are in place:

- Display the Notification Poster (provided by the company)

Each school will post a sign, at or near the point of sale, which meets NACHA requirements notifying a check writer of the school's intent to electronically debit the check writer's bank account for the face amount of the check plus the applicable fee of \$30.00 if the check is returned as NSF.

- Notify Your Check writers/Parents

A notification letter will be provided for distribution to all parents within the school district via book bag letter, registration packets, newsletter or a combination of any other medium deemed appropriate.

- Ensure Each Accepted Check Contains the Following:
 - Full Name
 - Street Address
 - Current Phone Number