



## **PAYING BY CHECK POLICY**

- Checks must be imprinted with name and address.
- No temporary or third party checks will be accepted.
- Proof of identification is needed including:
  - Name of person presenting the check
  - Driver's license number
  - Date of birth
  - Phone number needs to be written on check
- If the signature is not legible, the name needs to be printed below the signature.
- There will be a \$30.00 charge for all checks returned for insufficient funds.