SAF - NSF Collection Process  
Effective February 1, 2022

Schools accepting SAF activity payments, from parents in the form of a check shall follow these directions in the event a check is not honored by the bank:

- Immediately present the parent with *collection letter #1* requesting the funds be remitted to the school, including any related bank service fees.
  a. Request the parent remit within 10 business days.
  b. Send certified, registered or “proof of mailing”.
- Inform the account sponsor that the check has not been honored by the bank and he/she should not accept any additional checks from this parent or guardian.
- Post the amount of the check and corresponding service fees to the NSF Account in SFO using the pre-formatted NSF entry.
- When payment is received, receiptee should be the parent and post to the NSF account.
- If payment is not received within 10 business days, send *collection letter #2*.
  a. Send certified, registered, or “proof of mailing”.
- When payment is received the receiptee should be the parent. Post the amount of the check and service fee to the NSF account.
  a. If the service fee of $35.00 was collected, post the difference between the original fee and the $35.00 to the Discretionary Account.
- If funds are not received, the amount of the check and bank service fee shall be written off using a Bank Interest JE,
  a. The amount shall be posted against the account the original payment received was posted to.
- If payment is not remitted within 30 days of the date the first collection letter is sent to the parent, the amount should be written off against the original account payment was posted to.
- The principal may elect to write off the amount at any time.
  a. A letter detailing the reasons collections should not be pursued shall be attached to the JE used to write off the uncollectable amount. **This letter must be signed and dated by the principal.**