The cost of processing a "non-sufficient funds" check is substantial; the following procedure will be followed in accepting personal checks:

1. Photo I.D. must be presented when writing a personal check.

2. Only checks written for the exact payment amount will be accepted.

3. A fee shall be levied and collected from any person who submits a check which is returned as "not payable" by the bank. Refer to the current Fee, Waiver and Fine Schedule for NSF checks.