



RETURN CHECK POLICY

MADTA Policy #18

Effective Date: July 21,2020

Approved: July 21, 2020

The purpose of this policy is to decrease loss of income to MADTA by processing dishonorable checks taken as class registration, trial entries, etc.

PROCEDURE:

When MADTA receives a dishonorable check, return check, stop payment, in-sufficient funds, account closed, etc., from the bank the following procedure should be followed:

1. Add \$25.00 (twenty-five dollars), fee to the amount of the check.
2. Send a certified letter to the individual, sample attached. No return receipt, the certified letter can be tracked online for delivery. Give them 10 (ten) days to send a money order or bank check, NOT another personal check.
3. If MADTA does not receive the requested amount within 10 (ten) days, file the dishonorable check with the Florida State's Attorney office. This can be done in person or online. They will send out a letter requesting the check be covered in full or prosecution will follow. There is no additional charge for this service.



Date:

Name:

Address:

City, State, Zip

RE: Returned Check

Dear Name:

Your check number XXXX issued to MADTA on DATE in the amount of \$ AMOUNT for

_____ (class, trial, entries, show go, etc.) has been returned to us unpaid. The return check fee is

\$25.00 (twenty-five) dollars bring the total due to \$amount.

Please forward a money order or bank check to MADTA in the amount of \$amount within 10 days, date to the address below, to avoid further action. Thanking you in advance.

Sincerely,

Name: Treasurer

MADTA

P. O. Box 770095

Ocala, Florida 34477