



TOWN OF GOFFSTOWN, NH

RETURNED PAYMENT POLICY

Policy Type	Town Financial Policy
Adopted Date	05/22/2023
Adopted By	Goffstown Select Board
Effective Date	05/23/2023
Revision Date	

PURPOSE

To outline the Town's expectations with regard to payment for any and all Town services, and the Town's process to collect when a payment does not clear or is returned to the Town for any reason.

APPLICABILITY

This policy applies to all departments of the Town of Goffstown.

DEFINITIONS

“**Payment**” or “**Remittance**” refers to any and all remittances made to the Town via Check, Automated Clearing House (ACH), or other forms of electronic payment.

“**Drawee**” is the receiving bank where payment is deposited.

Per RSA 638:4, a person is guilty of issuing a bad payment if they issue or pass a remittance for the payment of money and payment is refused by the drawee, except in cases where a legal stop payment order has been issued or where the drawee refuses payment for any other reason through no fault of the person who issued or passed the check.

ADMINISTRATIVE PROCEDURES

Once the Town receives notification from the bank that a payment has been returned, a certified letter will be sent to the person issuing or passing the payment advising the person of the returned payment plus the fees due to the Town. They will have 14 days to make full payment.

Per RSA 80:56 (Uncollectible Remittances), the Town of Goffstown shall charge for all returned checks a fee of \$25 plus all protest, bank, mailing and legal fees in addition to the amount of said payment in accordance with the Town's fee schedule.

Per RSA 638:4, if within fourteen days after receiving notice that the bank refused to pay the check the Town does not receive the amount of the check plus all costs and protest fees, the Town will contact law enforcement for further action.



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All accounts must be paid in full. No partial payments will be accepted.

Payment of returned remittances will be accepted in the form of cash, cashier's check, certified funds, money order, or credit card (where accepted). Fees are due separate from original payment returned. Individuals paying for returned remittances shall come prepared with 2 payments, one for each amount due (fees issued and original amount of returned item).

If the party has had a total of three checks returned from the bank, the Town of Goffstown's Policy is that only a bank check, money order, or cash will be accepted moving forward from the party.

The Town shall notify the party of the Town's Policy that any future payments by the party must be made by bank check, money order, or cash.

If the returned check was for a motor vehicle registration and re-payment is not received within 14 days of date of certified letter, the Goffstown Town Clerk shall also process an Administrative Complaint with the State of NH-DMV. Pursuant to RSA 261:156 the State of NH will suspend the registration certificate and number plates of such person until the Town of Goffstown has been reimbursed the full amount of the returned check plus any protest fees.

POLICY REVIEW AND AMENDMENTS

This policy shall be reviewed and re-affirmed on a regular basis, no less often than every five (5) years, to ensure the accuracy and applicability of fees or other topics subject to change over time.



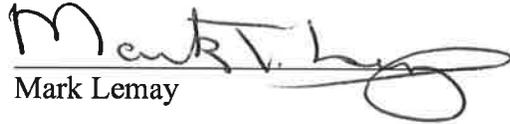
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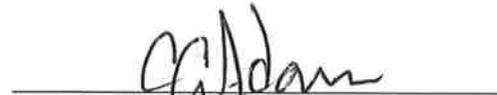
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This policy was adopted by the Goffstown Select Board on May 22, 2023.


Kelly Boyer, Chair


Peter Georgantas, Vice Chair


Mark Lemay


Collis Adams


Jim Craig

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