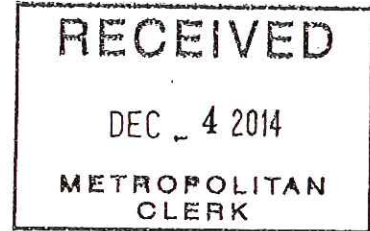


CSC201412  
EXTERNAL  
Updated version of CSC200210  
Returned Payments



**Basis of consideration:**

Metro Water Services will charge consumers a fee for all returned payments from a financial institution. Two incidents of insufficient funds will result in a one-year suspension of check writing privileges and/or electronic payment privileges.

**Policy:**

Metro Water Services will assess a charge for each returned payment.

When any person issues two (2) payments within a twelve (12) month period which are subsequently returned unpaid by his or her bank, check or electronic payment privileges with Metro Water Services will be suspended for a period not less than one (1) year from the date the second returned payment was received by our office. After the one-year suspension period has elapsed, check writing and electronic payment privileges will be granted only if full restitution for the returned payments and services provided have been received by Metro Water Services.

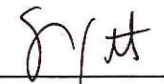
Acceptable payment methods during this suspension period will consist of cash or certified funds.

Effective Date: 11/17/2014

RECOMMENDED:

\_\_\_\_\_, Date: \_\_\_\_\_  
Assistant Director

\_\_\_\_\_, Date: 11/17/14  
MWS Deputy Director

\_\_\_\_\_, Date: 17 NOV 14  
MWS Director