The process for returned checks (bounced checks) will vary depending on where the check was deposited.

Checks can be returned from the bank for the following reasons including:

1. Non-sufficient funds (NSF)  
2. Account closed  
3. Lack of information  
4. Suspicion of fraud  
5. Stale date  
6. Customer placed stop payment  

Display of a Return Check Fee  
A sign stating that a charge, currently $30, shall be assessed against the maker of each returned check shall be posted at each check-acceptance unit.

Note: The University Bursar charges a 5% fee if they collect the money due. If this is turned over to the Attorney General and they collect, then a 20% fee is charged.

Deposits to University Fund

From Policy: [http://busfin.osu.edu/FileStore/PDFs/513_CheckAcceptance.pdf](http://busfin.osu.edu/FileStore/PDFs/513_CheckAcceptance.pdf)

Returned Checks  
The bank sends returned checks to the Office of the University Bursar (Accounts Receivable) for collection efforts.

The Office of the University Bursar (Accounts Receivable Collections), on behalf of the university, will coordinate all inquiries made by an attorney or the Ohio Attorney General’s Office relating to a returned check.

Returned Check information can be tracked on the 6OS-91 eReport for the fund in which you deposited the check.

Deposits to an Extension Checking Account

Process Steps

1. Review the information provided by the bank
2. Contact the individual who wrote the check (phone or mail) and ask for:
   a. payment
   b. a returned check fee of $30
   c. provide a deadline – not to exceed 2 weeks from the date of contact
3. Once the deadline has passed with no payment, send the individual a second letter and include:
   a. reason for payment
   b. payment amount requested
   c. a request for the returned check fee of $30
   d. provide a deadline – not to exceed 2 weeks from the date of the letter
   e. include that if not paid the charge will be turned over to The Ohio State University, The Office of the University Bursar, and the Ohio Attorney General’s office for collection
4. When you are certain you aren’t going to get a payment from the individual, package all of the information you have regarding the transaction and include the mailed invoices. Include the person’s name, address, and any social security number, Driver’s License number, phone or email address you have for them. Mail all of this to Cindy Buxton, 04 Ag Administration, 2120 Fyffe Road, Columbus, Ohio 43210 and ask to submit for collection through the University. Please do not scan any documents with an SSN.
5. Adjust your bank statement ledger and “write off” the transaction. The receivable will now appear on your 6OS-91 eReport.

Questions? [CFAESBUSINESS](mailto:CFAESBUSINESS)
$30 Fee for Returned Checks