

NOTICE TO PARENTS

New School Procedure For Returned Checks

Roanoke County Public Schools has contracted with an outside company, **Envision Payment Solutions**, effective February, 2011 for collecting checks returned for insufficient funds (NSF) on a more efficient basis. As with any business, the school system has an obligation to be fiscally accountable and cost effective. Contracting with a vendor for this service will save staff time and improve collections.

The school division will still gladly accept your checks as payment. Please be advised that when you provide a check as payment, you authorize us to: 1) use information from the check to make a one-time electronic fund transfer from your account or; 2) to process the payment as a check transaction. Additionally, if your check is returned to us as unpaid, you authorize us to collect a fee (currently \$50 plus any bank fees) through an electronic transfer from your account.

The following information is required on all checks made payable to your child's school or the school division:

- Full Name
- Street Address
- Phone Number

If you wish to inquire about a returned check written to Roanoke County Public Schools, please feel free to contact Envision Payment Solutions at 1-877-290-5460.