

# [CHURCH NAME]

## Returned Check Policy (Sample)

### Policy:

[Church Name] will follow the procedures below if a check is returned from the bank marked "Nonsufficient (or no) Funds".

### Procedure:

If the check is a tithing and/or offering check:

- Make a copy of the check for your church records.
- Reverse or delete the check from the individual's tithing record. If a new check or the returned check to redeposit is issued later then that check will be recorded in their tithing record at the time of deposit.
- Return the original check with a letter of explanation. Attach the copy of the check to a copy of the letter and file it under "Returned Checks".

If the check was for goods or services such as a church fundraiser:

- Make a copy of the check.
- Send the copy of the check and a letter requesting another check.
- Make a copy of the letter and attach the returned check to it for your church records. File it under "Returned Checks".

### Signatures

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*Senior Pastor*

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*Church Treasurer*

Revised: \_\_\_\_\_