

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
ACCEPTANCE OF CHECKS

**Purpose -**

In order to insure the integrity of revenue collections, this policy is established to describe the circumstances under which agencies of the County should require that a check guarantee card or valid form of identification accompany acceptance of checks.

**1.0 Definitions**

- 1.1 Document - Writing conveying accurate information
- 1.2 Valid form of Identification - The following forms with a current expiration date: driver's license, Utah identification card or check guarantee card.
- 1.3 Verify - to verbally confirm accuracy of given information.

**2.0 Policy**

Except as otherwise provided herein, or where prohibited by law, it is the policy of Salt Lake county, when receipting payments for user fees and other revenues (hereinafter referred to as "receipts"), to require that "over-the-counter" receipts, i.e., those not received through the mail, be in the form of personal check accompanied by a valid form of identification.

- 2.1 If payor is unable to present a valid form of identification, County agencies shall require payment in cash or cash equivalent (cashier's check, money order, etc.).
- 2.2 County agencies shall not refuse acceptance of receipts by personal check if accompanied by a valid form of identification except where legal tender is restricted to cash or other specified mean.
- 2.3 No county employee checks of any type should be "cashed" by county agencies other than the Treasurer's Office. Prior to cashing, a personal check must be approved by the Treasurer, Chief Deputy, Collections Director or Accounting Director. Personal checks over \$250.00 will not be approved.
- 2.4 The cashing of personal checks is a privilege and is provided to employees as a convenience. If an employee misuses the privilege, it will be revoked. Prior to having a personal check cashed, an employee must sign an agreement that if a personal check is returned or dishonored, the funds, along with the maximum amount of fees and costs permitted by law, may be deducted from the employee's paycheck. An employee who has a check returned shall no longer be allowed to cash personal checks through the Treasurer's Office.
- 2.5 No "two-party" checks will be accepted.
- 2.6 Checks shall not be accepted in amounts greater than the amount of "purchase" (i.e., the cost of direct goods or services being paid for by the issuer.

- 2.7 For receipts that do not fall under this policy (i.e., those from businesses and those not presented over-the-counter), County agencies shall employ whatever means deemed appropriate under the circumstances to prevent the acceptance of bad checks.

### 3.0 Exceptions to the Policy

- 3.1 The following receipts, otherwise subject to this policy, are given specific exemption:
- 3.1.1 Treasurer's Office collections of taxes, due to the inconvenience associated with delays caused by long lines;
  - 3.1.2 Bail payments must be in cash or certified check;
  - 3.1.3 Other exceptions shall be considered on a case-by-case basis and approved through established County policy-setting procedures.

### 4.0 Administrative Controls and Procedures

- 4.1 For all circumstances where a valid form of identification is accepted, the accepting agency shall verify the following information on the front of the check: the expiration date, and the issuing financial institution, correct mail address and telephone number. If the address or telephone is not current, the accepting agency will document on the check the current information.
- 4.2 When a valid form of identification is provided, the following information should be documented on the front of the check: expiration date of identification card and either the account number, guarantee number or driver's identification number.
- 4.3 If the identification has expired or is not issued in the name of the payor, it shall be considered "not valid." The accepting agency shall take appropriate steps to ensure that the identification is issued in the name of the payor, such as referring to another form of identification with a picture ID.
- 4.4 When a check has been accepted but fails to clear the bank, collection procedures under

APPROVED and PASSED this 13<sup>th</sup> day of September, 2011,

SALT LAKE COUNTY COUNCIL

David A. Wilson  
Vice-Chair

ATTEST:

Sherrie Swensen  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

Kathy C. [Signature] July 28, 2011  
District Attorney's Office Date