

Check Handling Policy

1.0 PURPOSE

The purpose of this Check Handling Policy (“Policy”) is to establish standard operating procedures and guidelines for handling returned and stale dated checks.

2.0 APPLICABILITY

This Policy applies to all checks issued by Clean Energy Alliance (CEA).

3.0 DEFINITIONS

Term	Definition
Returned Check	A check is “Returned” when the post office is not able to deliver to the intended payee.
Stale Check	A check becomes Stale when it is uncashed after 90 days.

4.0 HANDLING OF RETURNED CHECKS

- 1) If a check is returned by the post office as undeliverable, the address of the payee should be researched to determine whether the original address had any errors, such as incorrect zip code, or if there is an updated mailing address.
- 2) If mailing address corrections are identified, the original check is to be voided and a new check issued.
- 3) If the check returns a second time, the check is to be voided and funds moved to an unclaimed funds account.
- 4) If no mailing address correction is identified, the check is to be voided and funds moved to an unclaimed funds account.
- 5) If the payee contacts CEA requesting reissue, the payee must provide evidence they are the payee and the updated mailing address.
- 6) The check will be reissued from the unclaimed funds account.

5.0 HANDLING OF STALE CHECKS

- 1) If a check remains uncashed after 90 days it will be considered stale.
- 2) If the check is greater than or equal to \$100, CEA will automatically reissue the check.
- 3) If the reissued check remains uncashed after 90 days it will be considered stale and the check will be voided and funds moved to an unclaimed funds account.

- 4) If the check is less than \$100, the check will be voided and funds moved to an unclaimed funds account.
- 5) If the payee contacts CEA requesting the check be reissued, the payee must provide evidence they are the payee and confirm the proper mailing address.
- 6) The check will be reissued from the unclaimed funds account.