



Returned Check Handling

Please complete this form to indicate whether you wish your department/unit or University Student Financial Services and Cashier Operations (USFSCO) to handle returned checks. Your entire department/unit must follow the choice made on this form. Submit a new form when changes are made to any of the information provided on this form.

Select whether your department/unit chooses USFSCO to handle returned checks for the unit or handle internally:

Defer to USFSCO - Our department/unit chooses to have USFSCO perform check recovery and fee assessment procedures. We understand that if we accept a check that does not meet the requirements of OBFS Policies and Procedures Manual, [10.2.1 Accept Checks as Payment](#) and the check is returned by the bank, USFSCO may return the check to the department/unit to recover the funds. Once USFSCO exhausts all reasonable collection efforts (e.g., in-house, outside agency, state offset), and a returned check is uncollectible, it is included in University system-level write-off approvals and charged against the original department/unit CFOAPAL at that time.

Handle internally - Our department chooses to perform returned check recovery and fee assessment procedures in compliance with the OBFS Policies and Procedures Manual, [5 Receivables](#) and [10 Cash Handling](#).

If you choose to handle internally, enter the:

CFOAP for all NSF entries (General Ledger): _____

CFOAP for all NSF administrative fees (Operating Ledger): _____

Reconcile these CFOAPs monthly. Submit quarterly reconciliation and aging report to usfscoreturnedchecks@mx.uillinois.edu.

Provide department/unit contact information to receive all communication from USFSCO regarding returned checks.

Dept Name: _____

Dept Contact: _____ Backup Dept Contact: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Campus Address: _____ Campus Address: _____

Mail Code: _____ Mail Code: _____

List applicable Cash-Handling Unit(s):

Dept Default CFOAP for Check Endorsements: _____

By signing or clicking in the signature field below, I confirm that I understand the University policies regarding cash handling responsibilities and return check handling and compliance. I agree to abide by the policies in the Office of Business and Financial Services [Policies and Procedures Manual](#), and understand that the department listed above is subject to a cash handling review at any time by USFSCO staff. If we have chosen to handle returned checks internally, our cash handling procedures must include check recovery and fee assessment activities which have been submitted to and approved by USFSCO.

Signature Title Date

Submit this form by fax or e-mail to:

Fax: (312) 413-4432
E-Mail: usfscoreturnedchecks@mx.uillinois.edu