

# TOWN OF SEABROOK RETURNED CHECK POLICY

---

## **Returned Check Policy for Seabrook, NH**

In the course of conducting business with the general public, the Town of Seabrook, accepts personal and business checks, credit cards, cash and ACH, as payment for various taxes, licenses, motor vehicle transactions, special assessments, or other municipal services.

The intent of this policy and the governing statute is to have the individual(s), business or other entities, who issued such funds, cover the cost of collecting the debt that the uncollected fund were issued to pay.

### **Fees and Costs to be Covered:**

When a payment is issued to the Town for payment of taxes, licenses, motor vehicle transactions, special assessments, property taxes, other municipal services, or any combination of these is returned to the Town as uncollected, the Town shall charge a fee of \$25 plus all protest, bank, certified mail and legal fees incurred by the Town (as well as any interest and penalties if the returned payment is for a property tax payment), in addition to the original amount of said payment, to the person who issued the uncollected payment, pursuant to the provisions of RSA 80:56.

### **Notification Process:**

If a check/credit card/ACH payment is returned to the town as uncollected, immediate efforts will be made to contact the individual(s) or business or other entity who issued the payment to report the situation and make arrangements for it to be corrected. This contact can be by telephone, U.S. Mail and/or or by electronic (e-mail) communication. If after 5 business days from the date of the returned payment being received by the Town and there is no response from the responsible individual(s), business or other entity, a written notice of the incident to the responsible party will be made by Certified US Mail, return receipt requested.

Should 14 calendar days pass from the date of the receipt of notice to the responsible party by Certified US Mail, and the individual(s), business or other entity responsible for paying the tax or fee has not corrected the situation, and/or the Town has not been able to reach the individual(s), business or entity, the Town may file a complaint with the Seabrook Police Department who will open a criminal investigation under RSA 638:4, Issuing Bad Checks.

Should the returned payment be for a Motor Vehicle Registration, after attempts to reach the individual(s), business or other entity are unsuccessful, the Town Clerk shall notify by appropriate written notification to the individual(s), business or other entity that the New Hampshire Division of Motor Vehicles will be notified and an Administrative Complaint will be filed with the State of New Hampshire, resulting in suspension of registrations.

TOWN OF SEABROOK  
RETURNED CHECK POLICY

---

Should the returned payment be for a Property Tax Payment, and attempts to reach the property owner are unsuccessful, the Tax Collector shall notify and provide appropriate written notification to the affected property owner that the property could be subject to the lien or deed process along with all fees, penalties, and interest that will incur with this process.

**Repeat Offenses:**

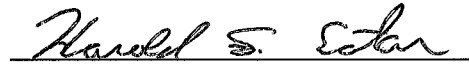
In the event an individual or business makes two consecutive uncollected payments by check or electronic payment, or has three or more non-consecutive instances in a two-year period of issuing returned payments to the Town, the Department of the Town of Seabrook may make a determination that replacement payments and all future payments shall only be accepted in cash, money order, bank check or credit card, or until such time as determined by the Department.


**Effective Date:**

This policy shall take effect on April 6, 2026.

**Board of Selectmen,**

  
\_\_\_\_\_  
**Chairperson**

  
\_\_\_\_\_  
**Selectmen**

  
\_\_\_\_\_  
**Selectmen**

# Town of Seabrook

## Returned Check/Ach Policy

Per RSA 80:56

**80:56 Uncollectible Remittances.** – Whenever any remittance, whether by check or electronic means, issued to a city or town for the payment of taxes, permit fees, licenses, special assessments, water or sewer bills, for any combination of these or for any other municipal services is returned to the city or town official as uncollectible, the city or town shall charge a fee of \$25 plus all protest, bank, and legal fees in addition to the amount of said remittance to the person who made such remittance to cover the cost of collecting the debt that the remittance was to pay. The \$25 fee together with any protest or legal fees collected shall be for the use of the city or town.

Method of Payment	Returned Check Fee	Remittance
Returned Checks	\$25.00	Cash, Bank Check or Money Order
Rejected ACH	\$25.00	Cash, Bank Check or Money Order

