

**Administration Building**  
200 North Bernard Street  
Spokane, WA 99201-0282

phone (509) 354-5900  
www.spokaneschools.org



«Date»

«Name»

«Address1»

«City», «State» «Postal Code»

Dear Sir or Madam:

This is our final request for payment on your check #«CHECK» for \$«AMOUNT» plus the \$25.00 processing fee. This check was written to «Location» on xx/xx/xxxx . If we do not receive payment by «paymentdue» your check may be turned over to a collection agency for further action. This would create additional expense for you. Please take this opportunity to avoid further action. You are CAUTIONED that unless you pay the amount of this check within fifteen days after the date this letter is postmarked, you may very well have to pay the following additional amounts:

- (1) Costs of collecting the amount of the check, including an attorney's fee which will be set by the court;
- (2) Interest on the amount of the check which shall accrue at the rate of twelve percent per annum from the date of dishonor; and
- (3) Three hundred dollars or three times the face amount of the check, whichever is less, by award of the court.

You are also CAUTIONED that law enforcement agencies may be provided with a copy of this notice of dishonor and the check drawn by you for the possibility of proceeding with criminal charges if you do not pay the amount of this check within fifteen days after the date this letter is postmarked.

If a maker has two or more outstanding dishonored checks no personal checks will be accepted until the outstanding dishonored checks are redeemed.

Please bring your payment of **cash, cashiers check or money order** made payable to: **Spokane Public Schools** in to «Location» or mail to:

Spokane Public Schools  
Attn: Cashier  
200 N. Bernard St.  
Spokane WA 99201

Sincerely,

«Your Name»

«Your Title»