

CHECK ACCEPTANCE POLICY

The City generally accepts payment by cash, check and credit card. The requirements below outline checks that are acceptable, and those that are not, as part of the City's administrative policies.

In general, personal checks are acceptable as payment for services. For a personal check to be acceptable, the following information is required:

- The check issuer's name and street address must be pre-printed on the check (P.O. Boxes are not acceptable)
- The Cashier must confirm the issuer's identification and address via photo ID (DL, DMV ID Card, Military ID Card or Valid U.S. Passport), and the ID number of the account holder must be written on check
- The issuer's phone number must be written on the front of the check
- The amounts spelled out and provided as numbers on the check must agree
- The check must be from a California Bank (no personal checks from out of state banks)
- The current date must be on the check (post-dated checks are **NOT** accepted)
- The Cashier accepting the check must write their initials on the check

The City does **not** accept:

- Two party checks
- Payroll checks
- Starter or Counter checks
- Credit card convenience checks
- Income Tax Refund Checks

WARNINGS

- **Be sure you have adequate funds on deposit before you write a check.**
The City charges a fee of \$25.00 for returned checks.
- Passing a **bad check** is a crime and the City participates in the District Attorney's Bad Check Diversion Restitution Program.



3231 Main Street
Oakley, CA 94561
Tel (925)625-7000 Fax (925)625-9859

Credit Card Authorization Form

Business Name/Company Name: _____

Business Address: _____

Cardholder's Name (as it appears on the credit card): _____

Billing Address (if different than business address): _____

City: _____ State: _____ Zip Code: _____

Telephone #: () _____

Amount to be Charged: \$ _____

Authorized Signature: _____ Date: _____

Card Type: Visa Mastercard

Card #: _____ Card ID#: _____

Expiration Date: _____ / _____

CITY STAFF: ONCE YOU HAVE PROCESSED CHARGES THROUGH THE REGISTER, PLEASE ATTACH THE CREDIT CARD RECEIPT AND FORWARD THIS COMPLETED FORM TO THE FINANCE DEPARTMENT AT THE END OF EACH DAY.