



Department of Shared Administrative Services Arkansas State Surplus (Marketing and Redistribution)

M&R Policy No. 7

Revised: March 10, 2025
Date: February 28, 2017

SUBJECT: Hot Check Collection Fee

In accordance with Arkansas Code Annotated § 4-60-103, the charge for writing a check with insufficient funds for Marketing and Redistribution (M&R) shall be \$30.00, the original amount of the insufficient check, plus any fees charged by the financial institution.

Upon notification by M&R personnel that a check has been returned, a written demand for payment will be mailed or delivered to the check issuer. The issuer shall have fifteen (15) calendar days from the date the written demand is mailed or delivered to remit payment. Payment must include the original check amount, the \$30.00 collection fee, and any fees charged to M&R as a result of the check's not being honored. Payment must be made via cashier's check or credit card.

If payment is not received within fifteen (15) calendar days from the date the initial written demand was mailed or delivered, a second written demand, as described in Arkansas Code Annotated § 4-60-103, will be mailed with detailed instructions and fee information.

If payment remains outstanding after thirty (30) calendar days from the date the initial written demand was mailed or delivered, a final written demand will be sent via certified mail, return receipt requested, as outlined in Arkansas Code Annotated § 4-60-103. This notice will include an additional fee of twice the original check amount, with a minimum fee of 450.00, in addition to the \$30.00 collection fee, plus any fees charged to M&R as a result of the check's not being honored.

If payment is not received following these steps, M&R will refer the matter to the 6th Judicial District Prosecuting Attorney for legal action. M&R personnel will complete the Hot Check Affidavit and submit to the following address:

6th Judicial District Prosecuting Attorney
P.O. Box 4487
Little Rock, AR 72214