



Notice to Customers Making Payment by Check

Authorization to Convert Your Check: If you send us a check, it will be converted into an electronic fund transfer (EFT). This means we will copy your check and use the account information on it to electronically debit your account for the amount of the check.

Insufficient Funds: The debit from your account will usually occur within 24 hours from receipt at our processing office, and will be shown on your regular statement. You will not receive your original check back. We will destroy your original check, but we will keep the copy of it. If the EFT cannot be processed for technical reasons, you authorize us to process the copy in place of your original check. If the EFT cannot be completed because of insufficient funds, we may try to make the transfer up to 2 times and may charge you a one-time fee which will also be collected by electronic funds transfer.

Privacy Act – A Privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from our internet site at <https://www.pccotc.gov/pccotc/index.htm>, or call toll free at **1-800-624-1373** to obtain a copy by mail. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.