



Overdue Account and Insufficient Funds Policy

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1. Purpose

The City of Marion's Overdue Account and Insufficient Funds Policy was developed to explain the process for accounts receivable invoices not paid within 30 days after issuance.

2. Responsibilities

The Finance Department is responsible for issuing all invoices and processing delinquent notices. It is at the discretion of the Finance Director or Director of the department who initiated the billing process to waive any charges.

3. Fees and Charges

- A. Accounts not paid in full within 30 days of the invoice date will be considered past due and will be subject to a finance charge. Said finance charge shall be set by resolution and added to the City of Marion Schedule of Fees. Notices will be sent monthly with the finance charge continuing to accrue until such time that the account balance is paid or the delinquent fee assessment process is initiated.

Customers who do not make payment may be required to pay in advance for future services. Failure to receive a mailed notice is not a defense to non-payment of balances.

- B. There may be a returned check service charge for all returned checks and the collection process shall continue as if the payment was never made. The amount of said returned check fee shall be set by resolution of the City Council and added to the City of Marion Schedule of Fees.

4. Delinquent Fee Assessment or Collection

Unpaid balances will be subject to a special delinquent fee property assessment. All accounts 30 days past due at the time an assessment process begins will be included in the process. The balances at that time will then be subject to additional interest not to exceed the maximum set by the State of Iowa. In some circumstances, collection may include referral to the debt collection program as administered by the Iowa Department of Revenue.

5. Questions

Any questions concerning the policy above or related procedures and fees should be directed to the following:

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319-743-6350