Nepean Minor Hockey Association (NMHA) - Nonpayment of Funds policy

All Nonpayment of Funds, either by Non-Sufficient Fund cheques returned to the NMHA, credit card not processing in installment plans, or any other related late payment of fees, will be subject to a $50 administration fee. If there is a justified reason for the nonpayment, a consideration to waive the fee may be submitted to the Vice President, Finance at vp.finance@nepeanminorhockey.ca. The payor is responsible for providing a written document from their bank to justify the reasoning to waive the administration fee.

All nonpayment and administration fees are to be repaid at the NMHA office in one of the following ways:

1. Cash
2. Credit Card (Visa Only)
3. Certified Cheque

All nonpayment's are referred to the VP Finance, for resolution. The payor is responsible for having this matter resolved within 2 weeks of receiving the request to pay any outstanding balance owing. It can take up to two weeks for NMHA to receive the documents that a cheque is NSF. If you become aware that a cheque written to the NMHA was deemed NSF prior to being notified by the NMHA, reach out to the VP Finance to resolve the issue and arrange for payment. ￼

https://nepeanhockey.on.ca/contact-us/

The repayment is done through the VP Finance. All replacement certified cheques should be made payable to “NMHA”. The NMHA will provide the payor with a written receipt upon receiving payment for the outstanding balance. Please note the NMHA Office

does not handle repayments, all messages regarding repayments are forwarded to the VP Finance.

Failure to have repayments resolved within 2 weeks can result in becoming a member not in good standing. This could lead to suspension from participating in activities to having a loss of membership.

Thank you for your attention to this matter.

Sincerely,

VP Finance

Nepean Minor Hockey Association

[vp.finance@nepeanminorhockey.ca](mailto:vp.finance@nepeanminorhockey.ca)

**Change Log**

|  |  |
| --- | --- |
| Date | Changes |
| September 2023 | - Changed from Non-Sufficient Funds of cheques to Non-payment of funds for all forms of payments  - Fee increased to $50 from $25 to match current bank charges  - Grammatical Changes |