



PO Box 2098, Everett, WA 98213
www.everettsd.org

Return check notice

Date:

To:

From: Accounting office

Regarding: Returned check

The listed check was deposited to our revenue transmittal bank account and then charged back for the reason listed below. We have reduced your revenue account(s) in the amount of the returned check.

Deposited to: Revenue transmittal account

Bank account number:

Check # _____ Check date _____ By _____

Reason for check return _____ Amount _____

Revenue code _____ Adjust by JE month _____

Revenue code _____

Date sent to Transworld _____

POS system _____

Manual JE _____

Date paid _____

Date Transworld account closed _____