

TERMINATION POLICY FOR NON-TRANSFER OF FUNDS

The purpose of the Termination Policy is to address paragraph twenty-four (24) of the Division of Wildlife's (DOW) License Issuance & Game Check Contract for the Automated License System. The policy provides guidelines for managing the non-transfer of funds to the DOW by License Agents. The Fiscal Control section within the Business Operations Group will administer this policy.

The License Agent is required to have sufficient funds available for the weekly Electronic Funds Transfer (EFT). Any time that funds are not available, for any reason, the License Agent will be charged with a Non-Transfer of Funds (NTF).

POLICY STATEMENT: License Agents who fail to make payment to the DOW as the result of an NTF will be subject to the following actions:

- Assessment of a NTF fee
- Suspension of Point of Sale account
- Re-payment terms
- Additional penalties as described in this policy
- Termination of the Point of Sale account

DEFINITIONS

Non-Transfer of Funds (NTF):

The DOW withdraws funds weekly from the License Agent's designated bank account for the sale of licenses and permits. If, for any reason, funds are not available on the scheduled day of withdrawal, the License Agent will be charged with a NTF.

Non-Transfer of Funds Fee:

In order to recover the cost of financial processing, the DOW will assess a fee of \$30.00 for *each* NTF. The fee will be charged to the License Agent Point of Sale (POS) account upon notification from the State's bank of the NTF.

Suspension of a License Agent POS Account:

Upon notification from the State's bank of an NTF, the License Agent's ability to sell licenses and permits through the POS account will be immediately suspended. The License Agent will be unable to login to their POS account and will be prompted to call the DOW. The License Agent account will remain suspended until full payment is received and available funds are verified.

Payment Terms of a Non-Transfer of Funds (NTF):

Payment in full, including any additional fee assessed by the DOW, must be received within ten business days of the NTF. Payment in full must be made by certified check, bank check, or money order. At the DOW’s discretion, payment may also be accepted by EFT.

Payment by certified check, bank check, or money order is to be hand delivered or sent via certified or overnight mail to: Ohio Division of Wildlife, Attn: Fiscal Control, 2045 Morse Road, Bldg. G-2, Columbus, OH 43229-6693.

Failure to comply with payment terms will result in additional penalties as described below.

Posting Schedule:

Payments will be posted by the close of business on the day after payment is received. The License Agent’s POS account will be re-activated the day after payment is posted.

Penalties:

In addition to the NTF fees, any License Agent with more than three NTFs in a 24 month period, or whose account is past due more than 10 days, will have their account locked and will be subject to additional penalties including, but not limited to those described below:

- Suspension of the POS account for a period of 6 months
- Require a more frequent EFT schedule (for example, instead of weekly, an EFT would be initiated any time a License Agent reaches a pre-determined sales amount)
- Reactivation of a suspended License Agent under a probation period
- Termination of the POS account
- Other penalties as determined by the Chief of the DOW

Termination:

Although the DOW wishes to make licenses, permits and stamps available through as many license outlets as possible, the termination of a License Agent may sometimes be necessary to avoid the potential loss of license revenue. License Agents may be terminated for multiple NTFs at the discretion of the Chief of the DOW. In the event that the Chief terminates a License Agent, the Fiscal Administrator will send a certified letter with the reason for termination, along with a final invoice and a request to return all voided licenses.

APPROVED:



12/24/2012

Chief

Date

Effective January 1, 2013