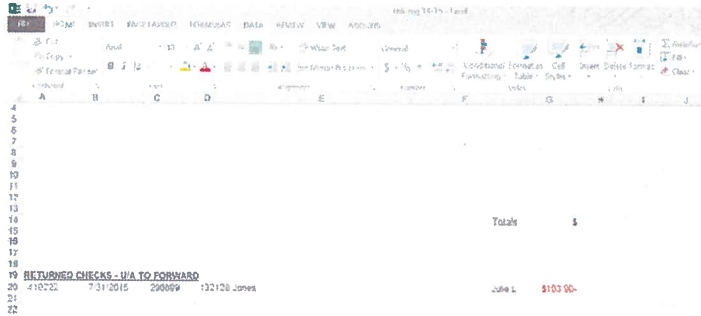


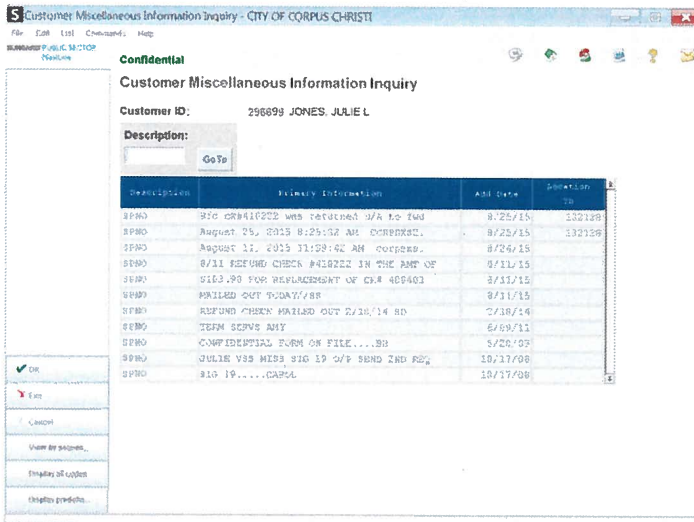


- These will be listed at the bottom, under the Returned Checks – U/A To Forward



- Enter the check #, the date, the account number, and the name of the customer
  - The amount will be a negative and typed in red
  - These totals are not included in the check Totals for the month
- Once a year these are reviewed to verify if will be escheated to the State of Texas.

❖ Notate the account that the check was returned



❖ File check with returned envelope