

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS  
POLICY & PROCEDURES**

POLICY TITLE:	Voiding Stale Checks to State and Local Chapters
CLASSIFICATION:	Finance
POLICY NUMBER:	94-03-F
DEPARTMENT COORDINATOR:	Finance
MOTION:	Mel Schlesinger
SECONDED:	David Moore
DATE SUBMITTED (INITIAL):	June 7, 1994
DATE APPROVED:	June, 1994
APPROVED BY:	Board of Trustees
AMENDED:	April 18, 2011
SUNSET:	2014

**PURPOSE:** To eliminate stale checks payable to state and local associations.

**POLICY:** All state and local associations shall be notified when a check has not been cashed within 180 days of the date issued.

180 days after the check's issue date, the funds shall become the property of NAHU. A chapter, or the state chapter if the local chapter has been dissolved, may request release of the funds through their Regional Vice President. A simple majority vote of the Board of Trustees is required to reissue previously voided checks.

**PROCEDURE(S):** The Finance Department shall account for stale checks, send notification letters and reissue checks upon Board approval.

**FINANCIAL IMPACT:** Small (less than \$1,000 annually) positive impact