1.0 Acronyms
   CVB – City of Virginia Beach
   VBPL – Virginia Beach Public Library

2.0 Required Information

   A. Checks must have the following information pre-printed on the check:
      - Name
      - Current address
      - Current telephone number

      The customer is responsible for adding or updating the required information
      which does not appear on the check. VBPL reserves the right to return to the
      customer any check which does not have the required information. Starter
      checks or counter checks will not be accepted.

   B. Checks are to be made payable to Treasurer, CVB.

   C. A picture ID is required for all checks, such as a valid driver's license or
      military ID.

3.0 Verification
   VBPL staff accepting the check are to write the customer’s VBPL card number
   on the check and initial the front of the check verifying that all required
   information on the check is correct.
4.0 **Returned Checks**

Returned checks nullify all fee-based VBPL privileges. Privileges to participate in any program or at a VBPL location for which there is a charge, will be canceled until full payment is received.

A $35.00 service fee is charged for each returned check. The customer may not write a check to any City agency for one year from the date the check was returned.

VBPL reserves the right to not accept checks from customers with multiple returned checks.

Approved by:

Eva Poole, Director of Libraries