



## **PAYING BY CHECK POLICY**

- Checks must be imprinted with name and address.
- No temporary or third party checks will be accepted.
- Proof of identification is needed including:
  - Name of person presenting the check
  - Drivers license number
  - Date of birth
  - Phone number needs to be written on check
- If the signature is not legible, the name needs to be printed below the signature.
- There will be a \$30.00 charge for all checks returned for insufficient funds.

**Main Office**

181 New Boston St.  
Woburn, MA 01888  
Tel (781) 938-0909  
Fax (781) 935-1696

304 Bodwell Street  
Avon, MA 02322  
Tel (508) 584-3276  
Fax (508) 941-5783

476 Hartford Turnpike  
Shrewsbury, MA 01545  
Tel (508) 842-5170  
Fax (508) 842-5217

19 Independence Drive  
Londonderry, NH 03053  
Tel (603) 432-6490  
Fax (603) 432-6499

344 Riverside Street  
Portland, ME 04103  
Tel (207) 775-6512  
Fax (207) 774-3384

1727 Carl Broggi Hwy  
Lebanon, ME 04027  
Tel (207) 339-8848  
Fax (207) 339-0102

944 Marshall Ave.  
Williston, VT 05495  
Tel (802) 658-3730  
Fax (802) 658-4131