

Feeding America West Michigan
864 West River Center Dr.
Comstock Park MI 49321
(616) 784-3250

«Name» («AgencyRef»)
«Address»
«City» «State» «Zip»

Attention all agencies

In an effort to clarify and streamline our billing process, the following **NEW Late Fee Policy** has been adopted and **will take effect January 1, 2017**. Please notify the appropriate personnel in your agency and your partner agencies.

Late Fee Policy

1. All agencies are required to pay by 30 days, per our Policy and Procedures document that is provided at every monitoring and can be found on our website.
2. Agencies having past due balances at 60 days will receive a warning by mail.
3. At 90 days the agency will be suspended and will be assessed a late fee of \$35. A copy of the past due statement and the late fee invoice will be mailed to the agency.
4. Once a late fee is charged, the agency must pay the entire balance due, including the late fee prior to being unsuspended.

Please direct any questions on this new policy to the Agency Relations Department.



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