

NEBRASKA CROP IMPROVEMENT ASSOCIATION

POLICY FOR PAST DUE AND DELINQUENT ACCOUNTS

This policy in regard to delinquent accounts and production\disposition reports has been approved by the Board of Directors and became effective March 11, 2024.

1. Applicants will receive correspondence from the NCIA office prior to due dates of sales reports for inspected fields. Instructions for properly completing these forms will be included.
2. A member account shall be considered delinquent when:
 - a. production reports and payment is not received by the due date.
 - b. full payment on account balance is not received within 30 day of invoice due date.
 - c. payment plan terms are not agreed upon with Certification Manager.
 - d. members account with UNL's Foundation Seed Division is not current.
3. A late fee of \$25 per seedlot per month will be assessed on delinquent production and disposition reports not received by due date.
4. These actions shall be taken on delinquent accounts 30 days past due.
 - a. Accounts owing money shall be assessed a finance charge of 1.5% per month (minimum charge = \$2.50)
 - b. Correspondence will be sent explaining action needed to bring account up-to-date in regards to sales and disposition.
5. The following actions shall be taken on delinquent accounts 60 days past due.
 - a. All NCIA services will be suspended until their account is brought up-to-date.
 - b. Correspondence will be sent explaining action needed and account must be brought up-to-date within 10 days of receiving such letter.
6. After the account is brought up-to-date, the member will be placed on a "cash first" basis for NCIA services for up to one year at the discretion of management.
7. If the account is not brought up to date within the 15 days of receiving the letter, the member by decision of the Board of Directors, may be suspended from certifying any crops for one year (first offense).
8. If a second delinquent account offence occurs, the member may be suspended from certifying any crops for a length of time determined by the Board of Directors or the member can be expelled from membership by a majority vote of the Board of Directors. Members will be given such notice in writing. Requests for a hearing or appeal must be made in writing within 30 days of notification.

Most NCIA members are to be commended for their integrity and use of ethical business practices. Adoption of this more aggressive delinquent account policy will properly place the burden of higher processing costs on those who create the problem. Send your comments and suggestions on this policy and other NCIA policies or procedures to the NCIA office.