

## **NOTICE TO CUSTOMERS PAYING BY CHECKS**

When you provide a check as payment, you authorize the Clerk's Office to use information from your check to make an electronic fund transfer from your account. Funds may be withdrawn from your account on the same day we receive your payment. Your check will not be returned; it will be destroyed after processing.

If the electronic fund transfer cannot be processed because of insufficient funds in your account, the Clerk's Office will impose a one-time **fee of \$53**, which will also be collected by an electronic fund transfer.

***Privacy Act*** – A Privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority to solicit and collect information from your check, and an explanation of the purposes and routine uses that will be made of your check information, are available at <http://www.fms.treas.gov/otcnet/index.html> or you may call 1-866-945-7920 to obtain a copy by mail.

Furnishing the check information is voluntary, but a decision not to do so may require you to make a payment by some other method. Payment by cash, money order, or any of the following credit cards is encouraged: American Express, Discover, Master Card, or VISA.

Teresa D. Underwood  
Clerk of Court