



Hillsborough County
Clerk of the Circuit Court

Direct Deposit Payment Authorization Form

Directions

- a. The form must be completed in ink and it must be clear and legible. Do not use correction fluid.
b. Payments will be made using the Corporate Trade Exchange (CTX) format.
c. Payees must inform the Clerk of Circuit Court in writing of any changes in the payee information provided.
d. Assistance is available by calling the Clerk's Accounting Department at (813)276-8100 ext. 4740.

Form fields including: New Enrollment, Revision, Payee Name, Address, City, State, Zip Code, Telephone Number, Official E-Mail Address, Name and Address of Financial Institution, Account Title, Account Type, Routing Transit Number, Account Number, Payee Certification, Payee or Payee Agent Signature, Date, Payee or Payee Agent Name (Print), Payee or Payee Agent Title.

Mail original completed and signed form with voided check/ deposit slip or bank letter to:

Clerk of Circuit Court
CCC Accounting Department
PO Box 1110
Tampa, FL 33601-1110

(Faxes or copies are not accepted)

For deposit to a checking account, write VOID on an unused check and attach the voided check here.
For a savings account, attach an unused savings deposit slip here.
Alternatively, attach a letter from your financial institution on their letterhead, signed by their authorized representative that confirms your name on the bank account, routing number and account number.

Terms and Conditions for Direct Deposit Participation

Please Read This Carefully

The bank account information will remain confidential to the extent provided by law and necessary to make Direct Deposit payments. The requested information is required for processing payments through Direct Deposit. Payees (recipients) who are not active vendors in the County's financial system must also submit a Hillsborough County Substitute W-9.

This form authorizes the Hillsborough County Clerk of Circuit Court to initiate credit and, if necessary, debit entries and adjustments for any credit entries made in error to the account indicated, at the depository financial institution named, and to credit or debit the same from such account. This authority will remain in effect until cancelled in writing. Further, the origination of Automated Clearing House (ACH) transactions to the account must comply with the provisions of state and federal law and regulations.

Information Found on Checks

Most of the information needed to complete this form is printed on your checks. Be sure that the payee's name is written exactly as it appears on the check. Direct deposits will not be made to an account held in a different name from the payee. Be sure current address is shown.

One-Cent Pre-notification

We will initiate a one-cent pre-notification to your financial institution prior to making payments based on this authorization. The pre-notification is a test deposit to your financial institution to verify the accuracy of the account and transit routing numbers provided and entered into our system. We will also send an e-mail confirming that the pre-notification has been sent. **Once the 1¢ pre-notification is deposited into the designated account, please respond to the e-mail confirming that the 1¢ was received.** Vendor payments will start only after we receive the e-mail confirming the 1¢ deposit. If a correction is returned to us by your financial institution, the process will be repeated with the corrected information.

Cancellation

This authorization remains in effect until cancelled by the payee by written notice to the Clerk of Circuit Court, CCC Accounting Department, PO Box 1110, Tampa, FL 33601-1110. Upon cancellation by the payee, the payee should also notify the receiving financial institution that the authorization has been cancelled. Additionally, the Clerk of Circuit Court expressly reserves the right to discontinue Direct Deposit at any time.

This authorization may be cancelled by the financial institution by providing the payee a written notice 30 days in advance of the cancellation date. However, a cancellation by the financial institution for reason of fraud shall be effective immediately. The payee must immediately advise the Clerk of Circuit Court if the authorization is cancelled by the financial institution.

Violation of these terms and conditions may cause, at a minimum, termination of participation in Direct Deposit.

Financial Institution Information and Certification

Provide the payee's account number, and account name or title exactly as they appears in the financial institution's records.

If the financial institution acts as an agent for the payee and the accounts are not checking or savings accounts, the payee and financial institution should provide explicit written instructions (unique prefix, alpha character, etc.) on letterhead as an attachment to the authorization form.

Changing Recipient's Financial Institution

The payee's direct deposit authorization will remain in effect until withdrawn in writing with sufficient notice to the Clerk of Circuit Court to allow adequate time to effect termination. The Clerk of Circuit Court will not be responsible for any loss which may arise solely by reason of error, mistake or fraud regarding information provided on this Direct Deposit Payment Authorization form.

If the payee or authorized representative changes their financial institution, the payee must provide written notification to the Clerk of Circuit Court. **Any changes to the existing direct deposit authorization, such as the bank account number, will cause the original authorization to be cancelled.** A new Direct Deposit Payment Authorization form must be completed to re-enroll. It is recommended that the payee maintain the previously authorized account until the transition is complete, i.e., after the payee verifies receipt of the 1¢ pre-notification in accordance with the new authorization instructions.