

**LEON COUNTY CLERK OF COURT  
VENDOR ELECTRONIC PAYMENT INSTRUCTIONS**

(1) Complete all information requested on the **Electronic Payment Authorization** form.

(2) Submit the completed Electronic Payment Authorization form and letter to:

Leon County Clerk of Court  
Finance Department  
301 S. Monroe Street  
Room 222  
Tallahassee, FL 32301

**TERMS AND CONDITIONS:** We will initiate a pre-notification to your financial institution prior to making payments based on this authorization. The pre-notification is a zero dollar entry transmitted to your financial institution for the purpose of verifying the accuracy of the account and transit routing numbers provided and entered into our system. The authorization will become active 15 calendar days after the pre-notification is originated. If your financial institution returns a correction to us, the process will be repeated with the corrected information. All future payments will then be made electronically.

Only an authorized representative of the payee may make any changes to the information provided on this form. Any changes must be made in writing. Changes to account information will cause the original authorization to be immediately inactivated and the new account information will be processed as described above. The authorization will remain in effect until withdrawn in writing with sufficient notice to the Leon County Clerk of Court Finance Department to allow adequate time to effect termination. The Leon County Clerk of Court will not be responsible for any loss that may arise solely by reason of error, mistake or fraud regarding information provided on this Electronic Payment Authorization form.

This form authorizes the Leon County Clerk of Court and Leon County Board of County Commissioners to initiate credit entries and, if necessary, a reversing entry in accordance with NACHA rules Article II, Sections 2.4 and 2.5 in order to correct a credit entry made in error. A reversing entry will not be made without notice to the payee and is made only if the entire amount of the payment is not due to the payee. The reversing entry can be initiated only within five (5) banking days of the deposit effective date.