

Office of State Treasurer

Post Office Drawer 11778
Columbia, SC 29211-1778
(803) 734-2657
Fax (803) 734-2161

REMITTING COURT FINES BY ACH

IT'S AS EASY AS 1-2-3

In order for your City or County to take advantage of ACH debit payment of your court revenue due to the state

STEP 1: Complete the authorization form and mail to the State Treasurer's Office with a voided check.

STEP 2: Complete the Monthly Remittance form as usual.

STEP 3: Mail or fax the remittance form to the State Treasurer's Office so that it is **received** no later than **5:00pm** on the 15th of the month.

That's it! We'll take over from there.

On the 17th of the month (or the next business day if a weekend, the State Treasurer's Office will debit the account you instructed us in Step 1 for the amount reported to us ~~the~~ Monthly Remittance Report in Step 2.)

The State Treasurer's Office will mail you a **Treasurer's Receipt** for the amount drafted from your account.

It's AS EASY AS 1-2-3!

So, save a lot of time and sign up today!

Mail this form and a voided check to the Office of State Treasurer

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ACH DEBIT AUTHORIZATION FORM

Pursuant to Section 36 of the 1994-95 General Appropriations Bill, related to the distribution of court fines, forfeitures, other revenues, and assessments, I hereby authorize the State Treasurer's Office to reduce via ACH (Automated Clearing House) the bank account designated below on or about the fifteenth of each month.

COUNTY/CITY Code _____ Name _____

Designated Bank _____

ABA Number _____

Account Name _____

Account Number _____

Signature

Name (Please Print)

Title

Telephone

Mail this form and a voided check to the Office of State Treasurer