



Office of Westchester County Clerk Thomas M. Roach

AUTHORIZATION FOR DIRECT PAYMENT OF FEES AND/OR TAXES

Customer Name: _____

New Account ☐

Customer Tax ID Number: _____

Account Update ☐

Customer Address: _____

Account Type: Land Records/UCC E-filing ☐ New York State Courts E-Filing (NYSCEF) ☐

Bank Name: _____

Bank Account Title: _____

Bank Routing Number: _____

Bank Account Number: _____

Bank Account Type: Checking ☐ Savings ☐ (Check One)

Internal Account Name (up to 30 characters):

Contact Person (for billing statements): Name: _____

Contact Phone: _____ Contact Email: _____

PREP User ID(s): _____ NYSCEF User ID(s): _____

I hereby authorize the County of Westchester, hereinafter called COUNTY, to initiate debit entries for payment of the above named Customer's fees and/or taxes, to the bank account designated above, at the depository financial institution named above, hereinafter called DEPOSITORY, and to debit the same to such account. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. Law. This authorization is to remain in full force and effect until the COUNTY has received written notification from the above named Customer of its termination in such time and such manner as to afford the COUNTY and DEPOSITORY a reasonable opportunity to act on it.

Authorized Signer's Name: _____
(Please print or type)

Title: _____ Phone Number: _____

Signature: _____ Date: _____

Please fax AND mail this form directly to: Claudette Spence, Westchester County Clerk's Office, 110 Dr. Martin Luther King Jr. Blvd., White Plains, New York 10601 – Fax Number: (914) 813-4205.