



ANGELA VICK
CLERK OF THE CIRCUIT COURT AND COMPTROLLER
CITRUS COUNTY, FLORIDA

Clerk of the County Court
Recorder of Deeds
Clerk and Accountant of the Board of County Commissioners
Custodian of County Funds
County Auditor

110 North Apopka Avenue
Inverness, Florida 34450
Telephone: (352) 341-6424
www.citrusclerk.org

Dear Restitution Recipient,

Our office has begun utilizing direct deposit for recurring restitution payments. Many defendants are on a monthly payment plan, so when a defendant makes a payment applied toward their restitution obligation, an ACH deposit will be made into your account. The benefit to you will be a streamlined transaction, reduced waiting time for checks to be issued and mailed, and no one has to visit a bank to deposit the payment. By enrolling in ACH (automated clearing house), a confirmation will be provided via email when payments are transmitted, so you'll know to expect a deposit. Transactions occur on or around the 5th and 20th of each month for any payments toward restitution.

If the check enclosed with this letter is for the entire restitution obligation, no action is necessary, as no further payments are owed.

If additional payments are expected, please complete the authorization form on the back of this letter to enroll in ACH deposits. Please confirm that you are including:

- Email Address
- Voided Check – If you do not have a (voided) check to attach to the form, please include a letter from your bank confirming the routing and account number.
- Authorized signature

Once complete, please submit the form with voided check to the Accounts Payable department.

MAIL:

-or-

SCAN and EMAIL:

Citrus County Clerk of Court
Attn: Accts Payable
110 N Apopka Ave
Inverness, FL 34450

clerkap@citrusclerk.org

If you have any questions regarding this process, please contact the Accounts Payable department at (352) 341-6424.

Thank you,

Clerk Accounting
Financial Services



Authorization Agreement for ACH Credits Enrollment Form

Restitution Recipient:

Address:

Contact Name: _____

E-Mail: _____

Phone: _____

Depository Bank Name: _____

Routing Number: _____ Account Number: _____

Please attach a voided check to the bottom of this form. If you do not have one, include a letter from your bank confirming the routing and account number(s).

NAME OF DEPOSITOR STREET ADDRESS CITY, STATE	101
PAY TO THE ORDER OF: _____	_____ 19 _____
\$ _____	DOLLARS
NAME OF YOUR BANK Payable Through Another Bank	
For _____	
⑆021001082⑆ 123 456 789⑆ 0101	
ROUTING NUMBER	ACCOUNT NUMBER

I (We) hereby authorize the Citrus County Clerk of the Circuit Court to initiate credit entries and/or correction entries to the financial institution and account number listed above. It is further agreed that if any part of the financial information is incorrect on this form, payment will be delayed until the funds are returned to the Clerk's bank account. I understand that any changes to the Financial Institution Information provided will require a new Enrollment Form to be submitted and that not doing so can result in delay of payment.

Authorized by: _____

Print name: _____

Date: _____

ROUTING INSTRUCTIONS:

MAIL:

Citrus County Clerk of Courts
Attn: Accts Payable
110 N Apopka Ave
Inverness, FL 34450

EMAIL:

clerkap@citrusclerk.org