



**MARION COUNTY CLERK OF COURT AND COMPTROLLER
OFFICIAL RECORDS DEPARTMENT
AUTOMATIC ACH DEBIT INSTRUCTIONS**

| | |
|-------------------------------|--|
| Corporation/Organization Name | |
| Federal Tax I.D. Number | |
| Official Records Agent Number | |

I (we) hereby authorize the Marion County Clerk of Court and Comptroller's Office, for the collection of Official Records fees and services, to initiate debit entries to include an initial pre-note entry in the amount of \$.01, and if necessary, credit entries and adjustments for any debit entries made in error, to the account and financial institution named below, and to debit and/or credit the same to such account. I (we) have also specified the daily dollar maximum limit that we are imposing on the Clerk of Court and Comptroller's Official Records Department.

This authority is to remain in full force and effect until the Clerk of Court and Comptroller has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Clerk of Court and Comptroller and the financial institution named below a reasonable opportunity to act on the request.

| | | | |
|---|----------|--|---------|
| Financial Institution | | | |
| Branch | | | |
| City | | | |
| State | | | |
| Zip Code | | | |
| Transit/ABA No. <i>(must be 9 characters)</i> | | | |
| Account No. <i>(must be 17 characters)</i> | | | |
| Type of Account <i>(indicate one)</i> | Checking | | Savings |
| Daily Dollar Maximum Limit | | | |
| Contact Person | | | |
| Contact Person Email Address | | | |
| Contact Person Telephone No. | | | |

I have read and understand the Automatic ACH Debit Instructions (version 20210126) and as a participant in the program agree to abide by said instructions.

| | |
|---------------|--|
| Name (typed)* | |
| Signature* | |
| Date Signed | |
| Name (typed)* | |
| Signature* | |
| Date Signed | |

*If your account requires dual signatures, two signatures must be provided.

Please return completed agreement to:

**Clerk of Court and Comptroller
Attn: Official Records
P. O. Box 1030
Ocala, FL 34478-1030
352-671-5630**