

## DATA SECURITY

To ensure that only King County Superior Court Clerk's Office sees your account information, please use an envelope to return your automatic payment request.

### Mail your request to:

King County Superior Court Clerk's Office  
Attention: LFO  
516 3rd Ave, Room E609  
Seattle WA 98104

## WHY SHOULD I SIGN UP FOR AUTOMATIC PAYMENT?

WHEN YOUR LEGAL FINANCIAL OBLIGATION IS WITHDRAWN DIRECTLY FROM YOUR ACCOUNT:

- We receive your payment faster because mailing is eliminated.
- You do not need to make extra trips to the bank or wait in long lines.
- You do not have the extra expense of buying money orders.
- Your money orders or cashier checks could be lost or stolen.
- It is safe and convenient.

## AUTOMATIC PAYMENT

*Paying  
Your Legal Financial  
Obligation is now  
FASTER and EASIER*



**King County**

Department of Judicial Administration  
Catherine Cornwall  
Director and Superior Court Clerk  
(206) 296-9300 (206) 296-0100 TTY/TDD

## WHAT IS AUTOMATIC PAYMENTS?

Automatic payment is also known as electronic funds transfer (EFT). You authorize the King County Clerk's Office to withdraw monthly legal financial obligation (LFO) payments directly from your account.

## HOW DOES IT WORK?

The Clerk's Office electronically tells your bank to withdraw funds from your account. In most instances, the transaction will be posted to your King County cause in 7-10 business days after your bank has been notified.

## HOW DO I KNOW FUNDS HAVE BEEN WITHDRAWN AND POSTED TO MY CAUSE?

The King County Clerk's Office will withdraw the funds from your account on the day specified monthly. You can pick a date between the 1<sup>st</sup> thru the 25<sup>th</sup> of the month. You may call your bank or 206-477-0818 to check on your payment to King County.

## HOW DO I STOP AUTOMATIC PAYMENTS?

You must notify the King County Clerk's Office in writing by sending a letter to the address given.

## HOW DO I SIGN UP FOR AUTOMATIC PAYMENT?

Fill out the authorization form attached and mail it to:

King County Superior Court Clerk  
Attention: LFO  
516 3rd Ave, Room E609  
Seattle, WA 98104

## WHEN WILL MY AUTOMATIC PAYMENT START?

After the King County Clerk's Office receives your authorization, we will contact your bank to set up the automatic payment. Withdrawals will begin on the specified day or the next business day if the specified day falls on a non-banking day.

- It is your responsibility to ensure the availability of funds at your bank.
- **A \$35.00 return check fee authorized by King County Code 4.92 will be assessed for all returned transactions.**
- It is your responsibility to ensure payments are current while we are initializing this process, as well as after automatic payments begin.

If you have any questions about automatic payments, please call: **206-477-0818**

<https://kingcounty.gov/en/dept/dja/courts-jails-legal-system/courts-financial/fees-payments/lfo>

## AUTOMATIC PAYMENT AUTHORIZATION FORM

Name: Last First MI

King County Case(s) # \_\_\_\_\_

Sign up for Email or Text LFO Billing Reminders monthly \_\_\_\_\_

Home Phone # \_\_\_\_\_

Work or Alternate Phone # \_\_\_\_\_

Name of Bank \_\_\_\_\_

Branch \_\_\_\_\_

Address \_\_\_\_\_

Branch Phone # \_\_\_\_\_

*I authorize the KC Superior Court Clerk to make withdrawals from my account listed below. KC Superior Court Clerk may make withdrawals from my account until I cancel the authorization and KC Superior Court Clerk has time to act on it. This request cancels any other automatic payments I have in place with KC Superior Court Clerk. If funds are mistakenly withdrawn from my account, I authorize KC Superior Court Clerk to deposit the amount of the error to my account.*

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please attach a voided check or financial institution letter, complete and verify the following information with your financial institution:

Bank Routing Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

Withdrawal Date 1<sup>st</sup>-25<sup>th</sup> Amount \$ \_\_\_\_\_ Start Date \_\_\_\_\_

For Office Use Only	
B# _____	D# _____