



**BREVARD COUNTY CLERK OF COURTS OFFICE
OFFICIAL RECORDS DEPARTMENT
AUTOMATIC ACH DEBIT INSTRUCTIONS**

1. Corporations or organizations may use automatic ACH debit payments. At this time the automatic ACH debit payment tender option is not available to individuals.
2. Automatic debit payments may be used with either paper documents or electronic documents.
3. If a corporation or organization wishes to use automatic debit payments with paper documents submitted in person, by hand-delivery, by courier service, or by US Postal System, a note providing authority to record using ACH must accompany the documents. The note (form included) must contain essentially the following information:

I hereby authorize the Brevard County Clerk of Courts Official Records Department to record the following documents and to utilize this firm's authorized ACH debit account for payment.

Signed by _____
Date Signed _____
Corporation/Organization Name _____
Official Records Agent Number _____

4. If a corporation or organization wishes to e-record documents, the only payment tender that will be accepted is automatic ACH debit payment. (Note: There are additional instructions and agreements to be signed for any corporation or organization that wishes to e-record, beyond the Automatic ACH Debit Authorization Agreement.) Although currently not available, notification will be made upon implementation of e-recording.
5. The corporation or organization must declare a daily dollar maximum limit for recording service-related fees of the Brevard County Clerk of Courts Recording Department. Once that daily maximum limit is set, the Clerk of Courts Recording Department will not exceed that limit. Documents processed after the daily dollar maximum limit is reached will be "suspended" and processed on the next available business day. This limit is being used only to provide the corporation or organization with a means of limiting the dollar value of documents being processed in a single day. If the corporation or organization is not concerned about this control, the daily dollar maximum limit may be set at a high figure such as \$1 million. Should you reach your daily cap the Clerk of Courts Office will make every effort to notify your office that your package is being held until the next business day when funds become available.

6. Automatic ACH debit payments will be withdrawn every day that the authorization is used to record documents or pay for related fees. If the documents are recorded on a Saturday, Sunday, or federal or state legal holiday, the funds will be withdrawn on the following business day.
7. All documents received for recording using automatic ACH debit payment will be processed in the same manner as those documents not utilizing the automatic ACH debit payment option. The total due for each single document, as well as multiple related documents (i.e., satisfaction, deed, mortgage, assignment) per transaction, will be calculated at the end of the business day. The total due from a customer (corporation or organization) resulting from recording, copy, and other recording service-related fees for a given day will be added up by the Comptroller's recording computer system. That grand total, which will always be less than or equal to the daily dollar maximum limit, is the amount that will be debited from the designated account of the corporation or organization.
8. If an audit of prior day transactions indicates that any necessary payment adjustments for underpayments are needed, those adjustments will be debited to the next available day's automatic ACH debit transaction. If an overpayment adjustment is needed, a check made payable to the ACH customer will be sent directly to the customer in accordance with the refund policy established in Florida Statute 28.244 and 28.245.
9. If for any reason the Brevard Clerk of Courts Office receives notification that the ACH debit transaction did not process, the corporation or organization will be "turned off" from allowing further ACH transactions until a Fed Wire covering the amount due is received by the Brevard Clerk of Courts Office. If the same firm or organization has a second occasion in which the ACH debit transaction does not process within a one year period, the firm or organization will be required to provide an unconditional Letter of Credit, to be drawn upon a Qualified Public Depository having a branch in Brevard County Florida at which the letter of credit may be drawn. The Letter of Credit will be for three times the daily limit set by the firm or organization and will be maintained for a one-year period.
10. If you have any questions regarding the automatic ACH debit procedures, please contact our Clerk's Finance Division at 321-637-2002, extension 49165.



**BREVARD COUNTY CLERK OF COURTS OFFICE
OFFICIAL RECORDS DEPARTMENT
AUTOMATIC ACH DEBIT AUTHORIZATION AGREEMENT**

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

I (we) hereby authorize the Brevard County Clerk of Courts Office (Brevard Clerk), for the collection of Recording fees and services, to initiate debit entries to include an initial pre-note entry in the amount of \$1.00, 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 Brevard County Clerk of Courts Recording Department.

This authority is to remain in full force and effect until the Brevard Clerk of Courts Office has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Brevard County Clerk and the financial institution named above 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 (dated 10/11/2006) 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:

**Brevard Clerk of Courts Office
Attn: Clerk's Finance
P. O. Box 999
Titusville, FL 32781-0999
321-637-2002 extension 49165**