



Scott Ellis

CLERK OF THE CIRCUIT AND COUNTY COURTS, BREVARD COUNTY, FLORIDA

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January 8, 2013

Dear Official Records Customer:

For your convenience, the Brevard County Clerk's Office has developed the ability to accept payments for fees and services associated with the recording of documents in the Official Records by an electronic funds transfer method known as automatic ACH debit transfers. This method allows your payments for recording fees and services to be automatically debited from an authorized bank account.

Please read the enclosed Automatic ACH Debit instructions. If this is a method of payment you are interested in, you must complete and sign the enclosed Automatic ACH Debit Authorization Agreement. Once we have received the signed agreement, we will begin the bank account verification process. This process takes approximately 12 days and must be completed prior to your first automatic debit transaction. Please do not attempt to record any documents using the automatic debit method until you receive authorization from our office to do so and mark the packages clearly to be processed when using ACH automatic debit.

Please contact the Mike Salvatore at (321) 637-2002 Ext 49217 if you have any questions regarding ACH set up and the Recording Department with all other inquiries at 321-637-2006.

Sincerely,

Scott Ellis
Clerk of Circuit Court

Enclosures:

1. ACH Debit Instructions
2. ACH Debit Agreement
3. ACH Debit Payment Request Form