

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
AFFIDAVIT FOR ELECTRONIC DIRECT DEPOSIT

Company Name: CLERK OF THE CIRCUIT COURT OF COOK COUNTY
Company Federal Employer Identification Number: 36-6006541

I, \_\_\_\_\_ (Print name of person authorized to handle transactions for the account), hereby authorize THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY Accounting Division, hereinafter called the CLERK, to initiate credit entries and, if necessary, debits or adjustments for any credit entries made in error to the account indicated below with proper notification by the CLERK; I also authorize the depository named below, hereinafter called the BANK, to credit and/or debit the same to such account.

BANK INFORMATION

CLIENT INFORMATION

Name on Account: \_\_\_\_\_ Court Docket Number: \_\_\_\_\_
ACH Routing Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_
Account Number: \_\_\_\_\_ Mailing Address: \_\_\_\_\_
Bank Name: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
Bank Address: \_\_\_\_\_ Phone: \_\_\_\_\_
City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Account: Checking (please attach a voided check) Savings

This authority is to remain in full force and effect until the CLERK has received written notification (i.e., Authorization to Cancel form) from the undersigned of its termination, in such time and manner as to afford the CLERK a reasonable opportunity to act.

VERIFICATION

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he/she verily believes the same to be true.

Signature and date

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR COMPANY USE ONLY

Account Number: \_\_\_\_\_ Date entered: \_\_\_\_\_

Mariyana T. Spyropoulos, Clerk of the Circuit Court of Cook County, Illinois
cookcountyclerkofcourt.org

## INSTRUCTIONS

The Bond Refund Electronic Deposit program is faster, safer and more convenient than standard mail. The affidavit for Electronic Direct Deposit must be completed in full in order to take advantage of this service.

*Processing of the affidavit will be delayed if it is not submitted with all of the information requested.* To avoid any delays, please carefully follow all the instructions for completing the affidavit, listed below:

Call your bank for its 9-digit **ACH routing number**. This MAY NOT be the same as the routing number shown on the bottom left-hand corner of your check. **The ACH routing number is not the same as the wire transfer number.**

Record all of your bank's information under "BANK INFORMATION" located on the left side of the form.

Record current mailing address, daytime telephone number and email address under "CLIENT INFORMATION" located on the right side of the form.

If your account type is checking, please attach a voided check or deposit slip from your checkbook.

If you are attaching a temporary check, make sure that the check has the bank's MICR numbers included on it.

Mail or fax the completed affidavit to:

- Accounting Division - General Accounting  
69 West Washington, Ste 2500  
Chicago, Illinois 60602

- Fax: (312) 603-6635

*If you choose to fax, please do not mail the originals.*

Your completed affidavit takes three to six (3-6) weeks to be processed and posted on our system. Deposits should reach your bank no later than three (3) working days after they are posted.