



**MARION COUNTY CLERK OF THE CIRCUIT COURT  
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 for recording paper 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 must contain essentially the following information:

I hereby authorize the Marion County Clerk of the Circuit Court 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 \_\_\_\_\_  
Reference \_\_\_\_\_
4. The corporation or organization must declare a daily dollar maximum limit for recording service-related fees of the County Clerk's Official Records Department. Once that daily maximum limit is set, the County Clerk's Official Records 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.
5. Automatic ACH debit payments will be withdrawn every day that the authorization is used to record documents or provide copies of documents. If the documents are recorded on a Saturday, Sunday, or federal or state legal holiday, the funds will be withdrawn on the following business day.
6. 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 Clerk's recording computer system. That grand total, which will always be less



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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.

7. A report, containing the grand total, with receipt detail, will be emailed to the contact person specified on the Automatic ACH Debit Authorization Agreement at the end of each day on which Automatic ACH Debit payment is used.
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.
9. If for any reason the Clerk's Office receives notification that the ACH debit transaction did not process, ACH privileges will be terminated for the corporation or organization, to be reinstated only at the discretion of the Clerk.
10. If you have any questions regarding the automatic ACH debit procedures, please contact our Official Records Coordinator at 352-671-5630.