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County Clerk/RMO
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Ashley L. Gascho
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Jefferson County Clerk's Office
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DMV Deputy County Clerk
315-785-3017

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Records Management Specialist
315-785-5149

Payment for Services Policy
(Last Updated 01/2024)

The Jefferson County Clerk's Office currently accepts Cash, Check, Money Order, Visa, and MasterCard. Please see below for additional information.

1. **ALL** Checks must be preprinted with a name, address, and bank account number. A phone number is required and may be written in separately.
2. Checks may be an attorney's check; a title company check; a corporate or business check; a certified check; a bank check; a credit union check; a credit union money order; or a postal money order. All checks must be made payable to "Jefferson County Clerk".
3. All personal checks greater than \$500.00 must be certified and contain all of the information listed in item number one. Out of state personal checks will **NOT** be accepted. Payments sent from outside of the United States must be made by money order, in U.S. Funds, and drafted from a U.S. Bank.
4. The Jefferson County Clerk's Office will **NOT** process transactions that are short of the statutory fees. Transactions may be processed with fee overages not to exceed \$10.00 per receipt.
5. Effective immediately the Jefferson County Clerk's Office will **NO LONGER** accept Checks for County Court Fines or Copy Requests.
6. Mailed copy requests must be paid for by Money Order or Credit Card only.
7. Checks will only be accepted from those parties involved in the transaction, unless the individual on the account is present. (Ex: Seller; buyer; their attorneys; licensed title company; or licensed financial institution.) No third-party checks will be accepted.
8. No personal checks will be accepted after 90 days of the issue date. No business, corporate or attorney checks will be accepted after 180 days of the issue date.
9. Checks returned to this office unpaid by the bank will be subject to a \$40.00 service charge plus any applicable bank fees. Any customer who bounces more than one check will no longer be able to submit checks as a form of payment.
10. There is a transaction fee of 3% + \$0.69 for each payment made by credit card.
11. If there is a question or further clarification is needed, please speak with the Deputy or County Clerk.

Abstractor tab payments must be paid in full by 10:00 am the next business day. On the last business day of each month, all tab payments must be made the same day.