



Jefferson County Clerk's Office
175 Arsenal Street
Watertown, NY 13601

Gizelle J. Meeks
County Clerk/RMO
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Jaime S. Thompson
Deputy County Clerk
jthompson@co.jefferson.ny.us

Payment for Services Policy
(Effective October 27, 2020)

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. Effective immediately the Jefferson County Clerk's Office will **NO LONGER** process transactions that are short of the statutory fees. Transactions may be processed with fee overages not to exceed \$10.00 per receipt.
5. Checks will only be accepted from those parties involved in the transaction. (Ex: Seller; buyer; their attorneys; licensed title company; or licensed financial institution.) No third party checks will be accepted.
6. 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.
7. Checks returned to this office unpaid by the bank will be subject to a \$35.00 service charge plus any applicable bank fees.
8. Mailed copy requests must be paid for by Money Order or Credit Card only.
9. There is a transaction fee of 2.60% + \$0.68 for each payment made by credit card.
10. If there is a question or further clarification is needed, please speak with the Deputy or County Clerk.