



Broome County
OFFICE OF THE COUNTY CLERK

Joseph A. Mihalko, County Clerk

Christopher P. Dziejczak, Executive Deputy County Clerk
Rosalie A. Catalano, Deputy County Clerk
Frances Martin-Childs, Deputy County Clerk
Darlene R. Croston, Deputy County Clerk - DMV
Sara Jo Kukowski, Records Management Officer

Memo regarding the Broome County Clerk's Office Check Policy

The Office of the Broome County Clerk's Office has a long established payment for services policy.

1. Broome County Clerk's Office will accept a Attorney's Check; a Title Company check; a corporate / business check; a certified check; a bank check; a credit union check; a credit union money order; or a postal money order. These listed checks and money orders can be for any amount, without limitation.
2. All checks must be preprinted with a name, address, and bank account number. (A phone number is also required on the check, but may be written in separately.)
3. No personal checks greater than \$500 will be accepted unless they are certified, guaranteed by a Lawyer or Law Firm, preprinted (no starter checks), and contain a personal and/or business phone number on the front of the check. (The phone number may be written in separately.)
4. All corporate / business checks must be preprinted (no starter checks) and contain a business phone number on the front of the check. (The phone number may be written in separately.)
5. Checks will only be accepted from those parties involved in the transaction, e.g: 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 (3 months) of issue date. No business, corporate or attorney checks will be accepted after 180 days (6 months) of issue date.
7. Checks returned to this office unpaid by the bank will be subject to a \$25 service charge plus applicable bank fees.
8. If a check is larger than the amount of the transactions, the Broome County Clerk's Office will only grant a refund for an amount that is \$10 or more and does not exceed \$50.
9. If there is a question or further clarification is needed, please speak with the County Clerk or one of his Deputy Clerks.

5/3/18