

Lee County Clerk of Court

WANT TO GUARANTEE FUTURE PAYMENTS DURING ADVERSE CONDITIONS AND REDUCE YOUR RISK OF FRAUD?

To Guarantee Timely Payments to You.....

An ACH payment is an automated electronic deposit (payment) into your bank account and is the only way to guarantee a timely payment to you. **The current CDC health alerts along with our hurricane season serve as a reminders** that we are subject to epidemic events and natural disasters that might prohibit us from entering our building. If this situation occurs, we are prepared to work electronically from alternative locations, but will not have access to mail delivery or our check printer. In addition, direct payment into your bank account greatly reduces the risk of fraud.

Please take the following steps:

- **Complete an ACH Form**
- **Electronically submit your invoices to us by E-mailing them to leecountyap@leeclerk.org**

What to expect.....Your ACH deposit will appear as one lump sum amount in your bank account. By providing us with an e-mail address, you will receive an automated e-mail alerting you that a deposit is being sent to your bank and will include a list of invoice numbers and amounts being paid.

If your invoices are submitted via e-mail please DO NOT send a duplicate copy in the mail.



Providing quality service and added security through the use of integrated technology

Lee County Clerk of Court

If interested please contact Michelle Traeger, Accounts Payable Manager

239.533.2024
or

mtraeger@leeclerk.org

To obtain an ACH Enrollment Form please visit our website at www.LeeClerk.org Click on the **SERVICES** tab in the top header, click on the **FORMS LIBRARY** link then click on the **FINANCE** link