



INSTRUCTIONS FOR AGREEMENT FOR CREDIT FOR DIRECT PAYMENTS FORM

Please follow these instructions carefully:

- A **Notice** will be mailed/given to the respondent (person making payments). No signature is required.
- Petitioner (person receiving payments) must sign and return the **Agreement for Credit for Direct Payments** form.
- Agreement for Credit for Direct Payments** form must be notarized.
- Fees – **These fees are paid by the respondent:**

- \$ _____ If a **Notice of Delinquency** has been issued on your case, a delinquency fee of \$ _____ must be paid to the Depository.
- \$ _____ If a **Judgment/Certificate of Delinquency** has been issued on your case, a document fee of \$5 must be paid to the Depository.
- \$ _____ CFD fee (if applicable)
- \$ _____ Clerk's fee (if applicable)
- \$ _____ **Total fee(s) due.** Make check or money order payable to the Central Governmental Depository, and include the case number.

- If applicable, complete and return the attached questionnaire.
- **Credit will not be issued until the Agreement for Credit for Direct Payments form is returned to this office by the petitioner, and all fees are paid by the respondent.**
- Should this matter not be resolved before _____, 20 _____, a **Notice of Delinquency** and/or a **Judgment/Certificate of Delinquency** will be issued.

Return the **Agreement for Credit for Direct Payments** form to:

Central Governmental Depository
P.O. Box 698
Green Cove Springs, FL 32043-0698

Contact this office at (904) 269/284-6302, ext. 6454 or 6557, if you have any questions. Thank you for your prompt attention to this matter.

c: Respondent/Petitioner

FOR USE BY CLERK'S OFFICE ONLY:

Date **Instructions/Notice** mailed/given to respondent _____, 20 _____.

Date **Instructions/Agreement for Credit for Direct Payments** form mailed/given to petitioner _____, 20 ____.

Case No. _____ Deputy Clerk Initials _____

RESPONDENT NOTICE OF AGREEMENT FOR CREDIT FOR DIRECT PAYMENTS

Your court order states that support payments are to be paid through the Central Governmental Depository. A payment made directly to the custodial parent (petitioner) by the non-custodial parent (respondent) may be considered a gift.

There are some circumstances when a direct payment is necessary. An **Agreement for Credit for Direct Payments** forms have been given to the petitioner. Credit will be issued on your case as soon as the completed forms are returned to the Depository, and all fees are paid.

This **Notice** does not give authorization to continue making direct payments. **The Depository will accept only ONE CREDIT per case for direct payment.** Your cooperation is requested in not asking for an exception to this policy.

Warning: Failure to pay through the court as directed in your court order can result in a Notice of Delinquency and/or Final Judgment being issued by the Depository.

IN THE CIRCUIT COURT, FOURTH JUDICIAL CIRCUIT, IN AND FOR
CLAY COUNTY, FLORIDA
CIVIL ACTION

_____,
Petitioner, CASE NO. _____
VS.
_____,
Respondent,
_____ /

AGREEMENT FOR CREDIT FOR DIRECT PAYMENTS

I, _____, Payee, (person receiving payments), hereby agree and request the Clay
County Clerk of Court, Central Governmental Depository, to credit the account of _____
_____, Payor, (person making payments) in the amount of :
\$ _____ - **child support** \$ _____ - **alimony**
for payments or services provided directly to me. I understand this agreement will be made part of the Court file.
This credit is given because: _____

Your court order states that support payments are to be paid through the Central Governmental Depository. A payment
made directly to the custodial parent (petitioner) by the non-custodial parent (respondent) may be considered a gift.

There are some circumstances when a direct payment is necessary. Therefore, your signature below will verify that you
have read and fully understand this **Agreement for Credit for Direct Payments** form.

This form should only be used in an emergency. It **does not** give authorization to continue accepting direct payments.
The Depository will accept only ONE CREDIT per case for direct payment. Your cooperation is requested in not
asking for an exception to this policy.

Warning: Failure to pay through the court as directed in your court order can result in a Notice of Delinquency being
issued by the Depository.

Signature of Payee (person receiving payments)

Print Payee Name

Address

City State Zip Code

Telephone

SIGNATURE MUST BE NOTARIZED OR SIGNED BY DEPUTY CLERK – SEE PAGE TWO

TO BE COMPLETED BY NOTARY OR DEPUTY CLERK:

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20_____, by _____,

who is/are personally known to me or has/have produced _____ as identification.

Notary Public Signature

Notary Seal:

(Notary name typed or printed)

OR

**JAMES B. JETT
CLERK OF THE CIRCUIT COURT**

By: _____
Deputy Clerk

FOR DEPARTMENT OF REVENUE USE ONLY:

Approve Credit _____

Disapprove Credit _____

FOR CENTRAL GOVERNMENTAL DEPOSITORY USE ONLY:

Direct credit in the amount of \$ _____ entered on the above referenced support case on this _____ day of _____, 20_____.

Copy to DOR _____

Originals to Civil Dept. _____

Depository Clerk
Revised 1/11/02