ELECTRONIC PAYMENT INFORMATION REQUEST FOR RESTITUTION PAYEES

Refer to the instructions page for further information on completing this form.

Case Number:

Vendor Code:
(Reserved for the clerk's office to populate)

Victim Identification Number:
(Please provide VIN, if known)

Part 1: Payee Information

Named payee(s) on the case:

Part 2: Mailing Address

Address Line 1:

Address Line 2:

City: State: Zip Code:

Part 3: Contact Information

Phone Number: Email Address:

Part 4: Payment Information

Account Owner(s) Name:
(Exactly as it appears on the Bank Account)

Bank Name: Bank Phone Number:

Account Type: Checking

Routing Number:

Re-enter Routing Number:
(Routing numbers must match)

Bank Account Number:

Re-enter Bank Account Number:
(Account numbers must match)

Part 5: Signatures *(All named payees listed above must provide a signature)*

Under penalties of perjury, by signing as a payee below, I confirm that the information provided is true and correct, and I authorize the Judiciary to make a payment(s) on my behalf to the bank account entered above.

Payee or Authorized Representative Name

Joint Payee Name *(if applicable)*

Payee or Authorized Representative Signature

Date

Joint Payee Signature *(if applicable)*

Date

Please send this completed and signed form (along with either a voided check and/or official bank letter/statement, if applicable) to:

(Reserved for the clerk's office to populate)

Print Save as... Reset

General Instructions

Purpose: The Judiciary uses form AO 213R to collect payee information for electronic restitution payments. This form authorizes the Judiciary to make a payment(s) on behalf of the payees to the to the bank account entered. The payee must notify the clerk's office of any changes that affect payment distribution, such as a name change or updated bank account information. If there are changes in the information, a new form must be completed.

Case Number: Enter the applicable case number, if the case number is not known or the payee is named in multiple cases across multiple districts, the payee can reach out to the local clerk's office who can assist with filling out this information.

Vendor Code: This field is reserved for the clerk's office to populate if a current record exists in the JIFMS accounting system.

Victim Identification Number (VIN): Enter the Victim Identification Number (VIN), if known. This number is provided by the Department of Justice (DOJ) and allows access to the Victim Notification System and provides important case information and updates.

Part 1: Payee Information:

- Enter the named payee(s) as it is listed on the order/judgment.
- If the case includes a joint payee (e.g., John **and** Jane Smith), this form must be signed by all joint payees. EFT payments can only be disbursed to a single bank account owned by at least one of the payees listed on the case. Funds cannot be disbursed to a third party.
- To receive separate, individual payments, a court order is required.

Part 2: Mailing Address:

- Please enter the primary mailing address; P.O. Boxes are accepted.
- If there are multiple payees, please provide the mailing address associated with the primary owner of the banking account provided.

Part 3: Contact Information:

- Phone Number: Please provide a primary contact number (mobile) or business number for the authorized representative.
- Email Address: Please provide the primary email address.
- If there are multiple payees, provide the contact information associated with the primary owner of the banking account provided.

Part 4: Payment Information:

- Account Owner(s) Name: The name(s) provided must correspond exactly with the bank records. If a fiduciary (e.g., power of attorney, guardian, conservator, etc.) is listed as a payee on the case, their designated fiduciary status must be reflected on the bank account (e.g., "Jane Smith, POA") unless the fiduciary is a joint owner on the listed bank account.
- Bank Name and Phone: Please provide the official bank name and the primary contact phone number for the bank.
- Type of Account and Routing number: Select the appropriate account type (Savings or Checking) and provide the nine-digit routing number, which can be found on the bottom-left corner of a check or obtained directly from the financial institution. To ensure accuracy and prevent errors, the routing number must be entered twice. This two-pass verification is required. Please verify the routing number with the financial institution prior to submission.
- Bank Account Number: This refers to the second sequence of numbers (typically 9-12 digits) located at the bottom of a check, or it may be obtained directly from the financial institution. To ensure accuracy and prevent errors, the bank account number must be entered twice. This two-pass verification is required. Please verify the account number with the financial institution prior to submission.
- EFT payments are available ONLY to bank accounts within the United States. Should payments need to be directed to a foreign account, please contact the local clerk's office to request additional information and authorization.
- (Optional) To ensure accurate payment processing, we recommend providing a voided check or official bank verification letter/ statement showing the account holder's name, address, routing number, and account number.

Part 5: Signatures:

All named payees, or authorizing representatives of the payee, must provide a signature authorizing the payment to be deposited into the account provided. Under penalty of perjury, the signature confirms that the information provided on the form is true and accurate.

Please send the completed and signed form (along with a either voided check and/or official bank verification letter/statement, if applicable) to the clerk's office where the criminal case is located. If location of the case is unknown, please send the form to the local clerk's office.