

**Mary C. Loewenguth, Clerk of Court**

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**REQUIRED CHECK**

**CONVERSION DISCLOSURE**

**NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK**

When you provide a check as payment, you authorize us either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive the payment, and you will not receive your check back from your financial institution. Checks received via mail will not be returned. For inquiries, please call 716-332-1730.

**RETURNED ITEM SERVICE FEE**

If the electronic fund transfer cannot be completed because there are insufficient funds in your account, we may impose a one-time fee of \$45.00 against your account, which we will also collect by electronic fund transfer.

**PRIVACY ACT**

A Privacy Act Statement required by 5 U.S.C., Section 552 a(e) (3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from our internet site at [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov) or call toll free at 866-945-7920 to obtain a copy by mail. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.

**Buffalo Office:**

U.S. Courthouse Building  
2 Niagara Square  
Buffalo, NY 14202  
(716)551-1700

**Rochester Office:**

Kenneth B. Keating Federal  
100 State Street  
Rochester, NY 14614  
(585)613-4000