

# **NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK AND NOTICE TO CUSTOMERS PRESENTING CHECKS**

Effective April 1, 2014 the court will implement check scanning using OTCnet for all checks presented to the court. Under this new process, source documents (e.g. checks) are converted to Automated Clearing House (ACH) debit entries, or processed as substitute checks.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. For inquiries please contact fiscal administration at 504-589-7860.

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*Privacy Act* – A Privacy Act Statement required by 5.U.S.C. Section 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purpose and routine uses which will be made of your check, is available at (<http://www.fms.treas.gov/otcnet/index.html>) or by calling 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.

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