

What You Should Know Before You Pay Bail



NYC[™]
Finance

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How Bail Is Deposited With The Department Of Finance Client Services Division

When you pay cash at the court, or at a detention center, to bail a defendant out of jail, you are given a receipt as proof that money was paid. The bail money is then turned over to the Department of Finance (Finance), along with a copy of the bail receipt, to hold until the court issues an order directing Finance to refund the bail to you. The Finance assigns an account number or treasury receipt number (called TR #) to each case. This number is used to identify your receipt, and if you know it, you should always use it when making an inquiry. This number can be obtained by contacting the Finance's Bail Unit at (212) 669-2879 or 2880, during business hours, Monday through Friday between 9 A.M. and 4 P.M.

How The Bail Is Refunded

Normally, bail money is not refunded until the case is over. The court where the trial was held forwards a refund order to Finance approximately **five (5) weeks after the case is over. Within two (2) weeks after** receiving the refund order from the court, a check will

be issued to you, as the surety, and mailed to the address on the bail receipt or to the person you name as assignee, if you file a formal bail assignment.

Under section 99-M of the General Municipal Law, a fee of three percent (3%) will be deducted from the refund of bail if the case ends in a conviction.

**Positive Identification
And The Original Bail Receipt
Is Needed For All
Transactions At Our Office**

When you visit the Bail Unit at 1 Centre Street, Room 2200, two forms of positive identification, one of which must contain a photo, and the original bail receipt are required for any inquiry regarding the status of a bail, or for any other type of transaction. Some acceptable forms of identification are:

- Valid New York State Driver or , Non-Driver's ID
- Passport
- ATM Bank Card or Credit Card
- Voter's Registration Card
- Employment ID
- Utility Bill & another acceptable form of ID with your signature



Please note:
Birth Certificates and
Social Security cards are
not acceptable forms of
identification.

Who May Inquire About the Status Of A Bail Refund?

In most cases, only you, the surety (the person who actually paid the bail), may inquire about the status of the bail. However, another person may inquire about the bail only if they have a notarized statement signed by you giving Them permission to inquire about the bail. An attorney may inquire about a bail only if the surety has assigned the bail over to him or her.

Information Needed From a Bail Receipt When Inquiring About Your Bail

- The treasury receipt number (TR#), if known
- The docket number/indictment number reflected on the bail receipt
- The name of the defendant
- The date the bail was posted
- The county in which the bail was posted
- The amount of the bail posted
- Your name



To Change The Address On The Bail Receipt

Only you, the surety, may change the address that is on the bail receipt. This can be done in one of two ways:

- Visit our office at 1 Centre Street, Room 2200 with **the original bail receipt and two valid and acceptable forms of identification.** Our hours of operation are from 9 A.M. until 4:00 P.M., Monday through Friday.
- Send a notarized letter, along with a copy of the bail receipt, stating you are changing the address from the one on the bail receipt to the new address. Please be sure to include apartment numbers and the correct zip code. You must **sign** your name. **Do not print.**

To Assign The Bail To An Attorney Or Another Person

Only you, the surety (assignor), may assign the bail to someone else (assignee). A letter requesting **bail assignment or the Bail Assignment Application form must be signed by you, the surety, notarized by a public notary, and then submitted along with the "Original Bail Receipt" to Finance.** Once an assignment has been accepted by Finance, it is irrevocable unless the money is assigned back to you.

When Bail Has Been Forfeited To The City Of New York

In certain instances bail may be forfeited. Finance is not informed of the reason why the bail was ordered forfeited. Bail is only ordered forfeited to the City of New York by the District Attorney's Office, or the court of the county where the trial was held. You must contact the court, or the District Attorney's office that ordered the forfeiture, for this information.

For further information regarding bail, you can contact the Department of Finance Monday through Friday between 9 A.M. and 4 P.M. at:

**The City of New York
Department of Finance
Client Services Division
Bail Unit
1 Centre Street, Room 2200
New York, N.Y. 10007
212-669-2879/80**

**For 24-hour general information
(in English and Spanish only)
212-504-4321**

**At Finance
We Help
People Pay
The Right Amount
On Time**

Visit Finance at: nyc.gov/finance