



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK



DEAN C. LOGAN

Registrar-Recorder/County Clerk

CHECK ACCEPTANCE

We are requesting your immediate adherence to the following check preparation procedures in order to avoid the rejection of your filing(s)/recording(s) and return of your check. The sample on page 2 shows the 9 important areas that must be properly completed to ensure your transaction is completed. For Not To Exceed (NTE) checks, #7 is the most important as it outlines the placement of “NTE” amounts written on checks.

These 9 important areas must be completed properly (as applicable) prior to submitting the check to the RR/CC:

1. Name and current address is on the check
2. Make sure the check is addressed to the County Clerk, LACC, or RRCC.
3. Date must be within six months.
4. The written dollar amount (Legal Line) must match the \$ Amount (#4) – **Does not apply to NTE checks.**
5. Amount for services received in US dollars – **Does not apply to NTE checks.**
6. Funds are drawn from a US bank only.
7. **For NTE Checks only - Write the “Not To Exceed (NTE)” amount on the memo line, legal line and amount for service must be BLANK.**
8. Routing and Account numbers should be readable and clear.
9. Make sure the check is signed.

Note: As of May 1, 2019, we no longer accept temporary checks or foreign checks (with the exception of Canada and Mexico made out in U.S. dollars) for any Recorder/County Clerk services. If a temporary or foreign check is received, the request will be rejected and sent back to the submitter requesting a new method of payment.

If you have questions, please contact our Call Center at (800)201-8999.

Rev 1/18/2022

1. Name and current address.

3. Date must be within six months.

2. Make sure the check is addressed to the County Clerk, LACC, or RRCC.

4. The written dollar amount (Legal Line) must match the \$ Amount -Does not apply to NTE Checks.

6. Make sure funds are drawn from a US bank

7 For NTE Checks Only -Write the "Not To Exceed (NTE)" amount on the Memo line.

8. Routing and Account numbers should be readable and clear.

9. Make sure the check is signed.

5. Amount for services received in US dollars – Does not apply to NTE Checks.

Jane Doe
 2626 County Clerk Blvd
 Registrar Record, CA 90650
 (562) 555-2057

Date [REDACTED]

1466
 16-7564/2302
 22

Pay to the Order of [REDACTED]

[REDACTED] Dollar \$ [REDACTED]

Business Filing Bank
 2001 W. DAR Street
 West Wing, CA 90651

NOT TO EXCEED (NTE) ONE HUNDRED DOLLARS (\$100)
 For [REDACTED] mp

[REDACTED]
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