

Cash Bail Assignment

A surety may assign a Cash Bail refund to an attorney or another person (the assignee). When Cash Bail is assigned to another person, the assignor waives all rights to the Cash Bail refund. The assignee becomes the new surety of record and will receive the Cash Bail refund. To assign Cash Bail to another person, please submit the following documents to the Court Assets Unit of the NYC Treasury Division:

- A notarized letter requesting a Cash Bail assignment, or a completed, notarized Cash Bail Assignment Application form; and
- A copy of a valid government issued photo ID, such as a driver's license, passport, benefit card, or a NYC Municipal ID.

Please Mail these documents to the address on the back of this brochure.

Mailing Address Changes

All Cash Bail refunds will be mailed to the surety's address of record on the original Cash Bail receipt. To change the surety's address of record, the surety or the assignee may submit a notarized letter or a Cash Bail Refund Change of Address Notice at any time to the Court Assets of the NYC Treasury Division.

All requests must be signed by the surety and notarized. A copy of a valid government-issued photo ID, such as a driver's license, passport, benefit card, or a NYC Municipal ID must be submitted with all requests.

Contact the Cash Bail Unit

Online

Visit nyc.gov/contactcashbail

Phone

212-908-7619
9 a.m. to 4 p.m.
Monday - Friday

In Person

Manhattan Business Center
66 John Street, 2nd Floor
New York, NY 10038
Monday - Friday
9 a.m. to 4:30 p.m.

Postal Mail

NYC Department of Finance
Treasury Division, Court Assets Unit
66 John Street, 12th Floor
New York, NY 10038

Visit nyc.gov/finance to learn more about the Cash Bail Refund Process or to download forms.

What To Know About the Cash Bail Refund Process



NYCTM
Department of Finance

The NYC Department of Finance Holds Cash Bail Funds

1. When you pay money to release a defendant from Criminal Court or a Detention Center, you are posting Cash Bail.
2. The person who pays the Cash Bail, is the *surety*.
3. When Cash Bail is posted, the surety is given a receipt as proof of payment. This document is very important and should be kept in a safe place. It may be required if there are any refund issues.
4. The NYC Department of Finance holds the Cash Bail money until it receives a refund order from the courts. The refund court order is issued only after the case has ended and Cash Bail can only be refunded with a court refund order.

How Bail is Refunded

1. The court will usually send the Department of Finance a court refund order to refund the Cash Bail six (6) weeks after the case has been closed.
2. After receiving the refund order from the court, the Department of Finance will mail a check within two (2) weeks to the surety's address of record.
3. If the court case ends with a conviction, a three percent (3%) City fee will be deducted from the Cash Bail refund, in accordance with section 99-M of the General Municipal Law.

Visiting Our Business Center

If a surety visits the Manhattan Business Center, then he/she must show a proper government-issued photo ID, such as a driver's license, passport, benefit card, or a NYC Municipal ID to verify your identity.

The Manhattan Business Center, located at 66 John Street, 2nd Floor, is open Monday - Friday, 9 a.m. to 4:30 p.m.

We provide translation services in more than 16 languages.

Cash Bail Refund Inquiries

It is important to note that the Court Assets Unit of the NYC Treasury Division can discuss Cash Bail matters only with the surety. The Court Assets Unit can be reached at 212-908-7619 or visit us at nyc.gov/contactcashbail. Please have your docket or Treasury Receipt (TR) number available so that we may better assist you.

Forfeited Cash Bail

The court usually issues a Cash Bail forfeiture order, usually when a court date has been missed, and then the surety does not have the right to receive a Cash Bail refund. The Department of Finance has nothing to do with this court decision and the surety may contact the court to find out why the Cash Bail was forfeited.

