



**COURT  
AND  
TRUST**

NYC DEPARTMENT OF FINANCE • TREASURY DIVISION

# SIGNATURE VERIFICATION FORM

Mail to: NYC Department of Finance, Treasury/Court Assets, 66 John Street, 12th Floor, New York, NY 10038

**Instructions:** If you have not already signed and notarized the Certificate of Deposit Application relating to your case, as a payee named in the court order, you are required to complete, sign and have this form notarized. Payment cannot be made until the payee's signature is verified. A disinterested notary must notarize all signatures. A certificate of authenticity is required for notaries outside the State of New York. Submit the completed form to the address above. For further information call 212-908-7619.

## SIGNATURE CERTIFICATION (TO BE COMPLETED BY PAYEE)

Payee Name: \_\_\_\_\_  
PRINT FIRST NAME PRINT LAST NAME

\_\_\_\_\_  
SIGNATURE OF PAYEE Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Firm: \_\_\_\_\_  
(If a corporation, individual owner or partnership): PRINT FIRM NAME PRINT NAME OF CORPORATE OFFICER

Payee Address: \_\_\_\_\_  
NUMBER AND STREET Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## NOTARY

Sworn to before me:

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned personally appeared \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ personally known to me, or proved to me on the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary  
Affix  
Stamp  
Here

\_\_\_\_\_  
Notary Signature

## TO BE COMPLETED BY FINANCE

CASE: \_\_\_\_\_ A/C NO: \_\_\_\_\_

This office has received an order from: Court: \_\_\_\_\_ County: \_\_\_\_\_

bearing name(s) of the claimant(s), payees or attorney where the order to pay for attorney: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
CUSTOMER REPRESENTATIVE'S INITIALS DATE SUPERVISOR'S INITIALS DATE