

**DEPARTMENTS OF FINANCE AND BUDGET**

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**Stephen F. DeGroat, CPA**  
*Commissioner of Finance*  
*Budget Director*

**Steven J. Grogan**  
*Deputy Commissioner of Finance*  
*Deputy Budget Director*

**CASH REFUND CHANGE OF ADDRESS NOTICE**

Name of Surety/Assignee who posted cash in lieu of criminal bail:

\_\_\_\_\_  
Print Last Name                      Print First Name

Former Address (As it appears on the bail receipt): \_\_\_\_\_ Apt# \_\_\_\_\_

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

New Address (Where bail refund should be mailed): \_\_\_\_\_ Apt# \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of the defendant in the case of People of the State of New York vs.

\_\_\_\_\_  
Print Last Name                      Print First Name

Print the docket, indictment and/or receipt number below (if available):

\_\_\_\_\_  
Receipt No.                      Docket No.                      Indictment No.

**I certify that I am the above named surety/assignee, that I authorize the change in my address indicated above and that I am entitled to receive a refund (less a sum equal to 3% as provided by Section 99-m of the New York State General Municipal Law) and less an amount to be paid to the Clerk of the Court in payment of a fine, if such a deduction has been consented to. I hereby acknowledge that the information provided is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature of surety/assignee

Sworn to before me on this \_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public