

Josh Zygielbaum
Clerk and Recorder

Erin Brim
Chief Deputy



Erin Brim
Recording Manager

Crystal Solano
Motor Vehicle Administrator

Jami Martinez
Elections Administrator

Request and Authorization for Payment Processing Assistance

I _____ (print name), as the owner of or as an authorized agent for, _____ ("Company"), hereby request and authorize the staff of the Adams County Clerk and Recorder's Office-Motor Vehicle Division ("Clerk") to assist in the processing of payments made by Company to the Clerk's Office for the purpose of registration and titling of vehicles. Company expressly requests and authorizes Clerk staff to complete the numerical and written amount due on company checks that will be provided.

In exchange for this service, Company hereby agrees to the following:

- All submitted checks will be made payable to Adams County Clerk and Recorder;
- All submitted checks will be signed by an authorized agent;
- Company will maintain a current list of current authorized agents with the Clerk;
- An updated request and authorization will be provided to the Clerk if the signor of this document separates from Company;
- This request and authorization will remain valid until Company cancels it in writing; and,
- The provision of this service may be cancelled in writing by the Clerk at any time.

Company also specifically agrees to indemnify and hold harmless the County, its officers, agents and employees for, from, and against any all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to person, entities, or property, caused or sustained by any person(s) as a result of the Clerk's performance or failure to perform the service detailed in this request and authorization.

Company Name

By: Printed Name

Date

Signature

Title

Notarization of Company's signature:

COUNTY OF _____)

STATE OF _____)

Signed and sworn to before me this ___ day of _____, 2020,

By _____,

Notary Public

My commission expires on: _____