

To Change the Address on the Bail Receipt

The Surety/Assignee must complete and submit a notarized Finance *Cash Bail Refund Change of Address Notice* form, or a notarized letter, including the required documents on the application.

By mail, send the signed application or letter with a copy of the Bail Receipt.

In Person, bring the **original** Bail Receipt and identification (refer to previous section in this brochure for acceptable forms of ID).

How Bail is Refunded

1. The Court will usually order Finance to refund the bail money five (5) weeks after the case is closed.

Please Do Not Contact Us Before This Time

2. After receiving the Court Order, Finance will mail a check within two (2) weeks to the address we have on file.

Under section 99-M of the General Municipal Law, a fee of three percent (3%) will be deducted from the refund of bail if the case ends in a conviction.

When Bail is Forfeited to the City of New York

Sometimes the bail is temporarily or permanently forfeited. **Finance has nothing to do with this decision.** You must contact the Court to find out the reason.

You Can Contact the Cash Bail Unit:

On the Web

www.nyc.gov/finance

On the Phone

212 487-3046 or 487-3050
9:00 a.m. to 4:00 p.m.
Monday–Friday

In Person

Manhattan Business Center
66 John Street, 2nd Floor

By Mail

Cash Bail Unit, Treasury Division
66 John Street 12th Floor
New York, NY 10038

Finance has three other Cash Bail forms:

*Lost Bail Receipt Affidavit
Stop Payment Affidavit
Signature Verification*

What You Should Know About the Cash Bail Refund Process



Please contact us to learn more about the Cash Bail Refund Process

How Bail is Deposited with the Department of Finance Treasury Division Cash Bail Unit

1. When you pay cash to bail out a Defendant at the Court or Detention Center it is called posting the bail.
2. You are now called a **SURETY**. You will remain the Surety even if you legally assign the right to receive the bail refund to someone else.
3. You will receive an **original** Bail Receipt as proof of payment. This document is very important and should be kept safe. Only the person legally holding the original receipt can receive a refund.
4. The bail money is sent to Finance and held until the Court orders the bail be refunded.
5. Finance assigns a “TR Number” to identify your receipt. You can call, write or visit us (see last page) two weeks after the bail has been posted to get this information.
6. It is recommended you keep a copy of everything you send to Finance.

You Can Assign the Bail to an Attorney or Another Person

Only you, the Surety (Assignor), may assign (give the right to receive) the bail money to someone else (Assignee).

Once Finance accepts the Assignment, you have **no right** to a refund of the money, unless it is assigned back you.

Assign the bail by bringing or mailing **all** of the following:

1. A completed, **notarized** Finance *Bail Assignment Application* form or a **notarized** letter requesting bail assignment with all the required information on the Finance Application.
2. The **original** Bail Receipt.
3. *Signature Verification* form for Assignee

A personally written assignment letter is acceptable, but we strongly suggest you use the Finance, *Bail Assignment Application* form. Missing information and/or documents will delay the process.

Who May Ask Questions about a Specific Bail Refund?

In most cases only the Surety may ask specific questions about the bail. A Surety may also allow someone else to discuss the case by giving them a notarized letter. An Assignee can inquire about the bail only if the Surety has legally assigned the bail over to him or her.

Documents to Bring if You Visit Our Business Center

To speak with someone in person, you must be the Surety/Assignee or bring a notarized letter from one of them. You must also show a **copy** of the Bail Receipt and **two** valid, current forms of identification. One ID must contain a photo.

We accept:

- State issued Driver’s License or Non-Driver ID
- Passport or Employee ID
- ATM Bank or Credit Card, Utility Bill, Voter’s Reg. Card, or Library Card
- Other forms of officially issued ID with your signature that we decide is satisfactory

We do not accept:

- Birth Certificate
- Social Security Card

Be Sure to Include the Following Documents if You Call or Write

- Name of the Defendant and your name
- Court Docket or Indictment Number and the Finance “TR Number” if available
- Date and the NY State County where the bail was posted
- Amount of bail posted

