



Broome County
OFFICE OF THE COUNTY CLERK

Aaron M. Martin, County Clerk

Broome County Clerk's Office Check Policy

The Office of the Broome County Clerk's Office has a long established payment for services policy.

1. Broome County Clerk's Office will accept an attorney's check, a title company check, a corporate / business check, a certified check, a bank / credit union check, or a money order. These listed checks and money orders can be for any amount, without limitation.
2. All personal and business checks must be preprinted with a name, address, and bank account number (no starter checks). A phone number is also required on the check, but may be written in separately.
3. No personal checks greater than \$500 will be accepted unless they are certified, guaranteed by a lawyer or law firm, and preprinted (no starter checks). A phone number is also required on the check, but may be written in separately.
4. Checks will only be accepted from those parties involved in the transaction, e.g: buyer, seller, their attorneys, licensed title company, or licensed financial institution. No third party checks will be accepted.
5. No personal checks will be accepted after 90 days (3 months) of issue date. No business, corporate or attorney checks will be accepted after 180 days (6 months) of issue date. No checks will be accepted after the "not valid after" date pre printed on the check.
6. Checks returned to this office unpaid by the bank will be subject to a \$25 service charge plus applicable bank fees.
7. If a check is larger than the amount of the transactions, the Broome County Clerk's Office will only grant a refund for an amount that is not less than \$10 or and not greater than \$100.
8. If there is a question or further clarification is needed, please speak with the County Clerk or one of the Deputy County Clerks.

2/9/26