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Municipal and Tax Reporting Division • Real-Time Access Division • AIS Support

October 6, 2014

Re: Nassau County – “Not to Exceed” Checks

To our valued clients:

The Nassau County Clerk has changed their process for accepting blank checks from companies who have put a “Not to Exceed” notation on their checks.

Companies wishing to submit “Not to Exceed” checks with their recordings must file a letter with the Nassau County Clerk’s Office authorizing the County Clerk’s office to fill in the amount on the check. The letter must be on company letterhead and signed by the principal of the company.

If you have any questions, please do not hesitate to contact me.

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