



# Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

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## CASH BOND REFUND REQUEST FORM

**Notice to Depositor: Chapter 903.286, Florida Statutes, provides, “Notwithstanding Chapter 903.31(2), the clerk of the court shall withhold from the return of a cash bond posted on behalf of a criminal defendant by a person other than a bail bond agent licensed pursuant to Chapter 648 sufficient funds to pay any unpaid court fees, court costs, and criminal penalties. If sufficient funds are not available to pay all unpaid court fees, court costs, and criminal penalties, the clerk of the court shall immediately obtain payment from the defendant or enroll the defendant in a payment plan pursuant to Chapter 28.246.”**

I, the undersigned, as a cash bond depositor, hereby submit this request and information for refund of a cash bond deposited by me as follows:

Case Number/Booking Number: \_\_\_\_\_

Defendant's Name: \_\_\_\_\_

Amount of Cash Bond: \$ \_\_\_\_\_

**Please provide the following information, including apartment or lot number, if applicable.  
The refund check will be mailed to the address listed below:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt/Lot# \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ✓ Please include proof of I.D. of the depositor; copy of a valid driver's license or photo I.D. is acceptable.
- ✓ If you choose to mail the cash bond refund form with proof of I.D. please use the following address:

Office of Nikki Alvarez-Sowles, Esq.,  
Clerk & Comptroller Criminal Collections Unit  
P.O. Box 338 • New Port Richey, FL 34656-0338

- ✓ Once the case has been disposed, no outstanding fines exist and a Cash Bond Refund Request Form with proof of I.D. has been received by the Clerk & Comptroller's Office; a refund check will be processed and mailed to the depositor.
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