

# How to Make a Retail Cash Payment

## Frequently Asked Questions

### How do I make a cash payment to Bay County Clerk of Court?

Go to our court's payment website page at [www.baycoclerk.com](http://www.baycoclerk.com). Key in your citation/case number and follow the payment prompts, you will have the option to select the cash payment option. You can print a copy of the PaySlip (the payment order code) or have the payment code sent to directly to your mobile phone or email address; and then follow the next three simple steps:

#### Step 1

Bring the PaySlip to the store location selected to make a payment.

#### Step 2

The cashier will scan your PaySlip when the payment is made and print the receipt.

#### Step 3

Keep the receipt for your record.

The screenshot shows the nCourt payment website interface. At the top, there is a header with the logo for Bill Kinsaul, Clerk of Court & Comptroller, Bay County, and a photo of Bill Kinsaul. Below the header, there is a navigation bar with three tabs: "Citation Search", "Payment", and "Your Receipt". The "Payment" tab is currently selected. Below the navigation bar, there are two main sections for payment options. The first section is "Pay with Credit/Debit Card" and features logos for VISA, Mastercard, American Express, and Discover. The second section is "Pay with Cash at" and features logos for CVS pharmacy, 7-Eleven, Family Dollar, and A2Z CardMart. Below these sections, there is a "Record Search" section. It contains a text input field labeled "Citation or Case Number:" with the placeholder text "Enter citation or case number". Below the input field, there are two examples: "Case Number Example: 14000123TR" and "Citation Number Example: ###ABC or A#B#C#D". There is a blue "Search" button. Below the search button, there is a paragraph of text: "In many cases, you may not know your citation or case number. You can search for it by clicking the link below. Once you have located your citation number, you will need to return here and enter it in the box above in order to make your payment." Below this paragraph, there is another paragraph: "If you are paying a citation after 4:00p.m. please be advised that it will NOT be processed or posted until the next business day. If paying on Friday after 4:00p.m. it will Not be processed or posted until the next business day –Monday – or Tuesday if Monday is a legal holiday. Please contact the court directly for any special circumstances."

## What is a PaySlip payment code?

The PaySlip has all the information and instructions you will need to make your cash payment. You can print the PaySlip or have the payment code sent to your mobile phone or email.

## Example PaySlip.

PayNearMe PaySlip	
 <p>BILL KINSAUL CLERK OF COURT &amp; COMPTROLLER BAY COUNTY Bay County Clerks Office</p>	<ul style="list-style-type: none"><li>This PaySlip Order will Expire on: 06/05/18</li><li>You must print a new PaySlip if you do not pay the amount due by the expiration date.</li><li>Take this PaySlip and cash payment to a participating Retailer.</li><li>Ask them to enter exactly \$100.00. This amount is paid to Bay County Clerks Office.</li><li>Keep your receipt as proof of payment.</li><li>if you have problems making a payment, call PayNearMe support at 1-888-714-0004 while in the store.</li><li>When calling support, use Reference #: C25008911</li></ul>
	<b>You Pay Exactly \$100.00</b>
<b>7-Eleven Associate Instructions</b>	<ol style="list-style-type: none"><li>1. Enter exactly \$100.00 for amount</li><li>2. Press [LOAD] Button on POS</li><li>3. Scan Barcode</li><li>4. Get payment from Customer</li><li>5. Give Customer receipt and Slip</li></ol>
   <p>LOAD LIKE A GIFT CARD</p>	
<b>ACE Sales Associate Instructions</b>	<ol style="list-style-type: none"><li>1. Go to Option 4: Bill Pay on your POS</li><li>2. Enter PayNearMe or biller code PYN on your biller search screen</li><li>3. Enter this token number CZT7PA and select Get Order List. Advise customer of payment amount(s)</li><li>4. Get payment from customer</li><li>5. Give customer receipt and slip</li></ol>
 <p>CZT-7PA</p>	
<b>Family Dollar Team Member Instructions</b>	<ol style="list-style-type: none"><li>1. Customer must pay exactly \$100.00</li><li>2. Scan barcode</li><li>3. Key in the desired amount of payment and press Total</li><li>4. Collect the payment from the Customer and tender the transaction</li><li>5. Provide the Customer with the receipt</li></ol>
  	
<b>Casey's Sales Associate Instructions</b>	<ol style="list-style-type: none"><li>1. Scan the barcode</li><li>2. Enter the amount</li><li>3. Touch 'Recharge'</li><li>4. Touch 'OK'</li><li>5. Tender transaction, give customer receipt</li><li>6. Print receipt for shift envelope</li></ol>
  	
Payment code: CZT7PA	

## What is the total amount I can pay with cash at the retail store?

The total amount that can be accepted per PaySlip is \$1, 000.

## Can I pay with cash and a credit/debit card?

No. Only cash is accepted for the total amount due on the PaySlip. The stores will not accept any other types of payment.

## How do I select a location to make a cash payment?

You can select any store location based on the city or zip code you provide.

## Am I restricted to make a cash payment only at the store I selected?

No. If you select 7-Eleven, you can go to any 7-Eleven location to make a payment. However, once 7-Eleven is selected, you cannot make that payment at a Family Dollar store – unless you process a new PaySlip for a Family Dollar location.

## Can a cash payment be made at locations outside of Florida?

Yes. You can make cash payments in any state where the participating stores are located.

## What happens if my PaySlip expires?

If your PaySlip expires, you will need to process a new one at our website at [baycoclerk.com](http://baycoclerk.com).

## Who do I contact if I need assistance with my cash payment?

To get assistance while you are still at the store, please call PayNearMe support at 1 (888) 714-0004.