

## **How to get paid when fees are to be paid from Harris County Treasury**

The Appointee Fee Order will be signed.

The Order goes to the Probate Clerk's Office for microfilm.

After the Order comes back from microfilm, (usually around 2-3 business days) please order a certified copy of that Order.

Any questions for the Probate Clerk's Office, please call at: 713-274-8585.

The Auditor's office is no longer allowing attorneys to drop their fees off at the reception desk on the 8<sup>th</sup> floor. The attorneys may email, fax or mail a certified order to Tijuana Smith (see info below).

### **Tijuana Smith | Supervisor – Accounts Payable**

Harris County | Auditor's Office

1001 Preston, Suite 800

Houston, TX 7002

Phone: 832.927.4594

Email [Tijuana.smith@aud.hctx.net](mailto:Tijuana.smith@aud.hctx.net)

Fax: 713/755-8842

If you have questions for the Auditor, please call them at 713-755-5120.

Complete a W-9 form for the IRS. (see attached link: <https://treasurer.harriscountytexas.gov/pages/forms.aspx#> and select W-9 Form.

Please include the W-9 at the same time when submitting the Appointee Fee Order.

Please make sure it has Probate Court #4's account number on it, (for Probate Court #4 only) if it does not have it on the Order, you will not get paid. Each Probate Court has their own individual Court account number.

It takes approximately 4-6 weeks (maybe longer) to get you into system and a check will be mailed to you.

You can see if a check has been sent to you by visiting the Treasurer's website at: <https://treasurer.harriscountytexas.gov/pages/default.aspx> under Financial Information, and click "Monthly Disbursement Report".