

File & Serve eCheck Payment Account Type – for Filers

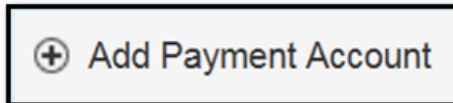
eCheck Information

- **\$.25 per transaction (envelope) – as of November 1, 2017**
- Uses checking and/or savings bank account
- Not authorized until the filing is accepted by clerk
- Secure TOGA payment processing system

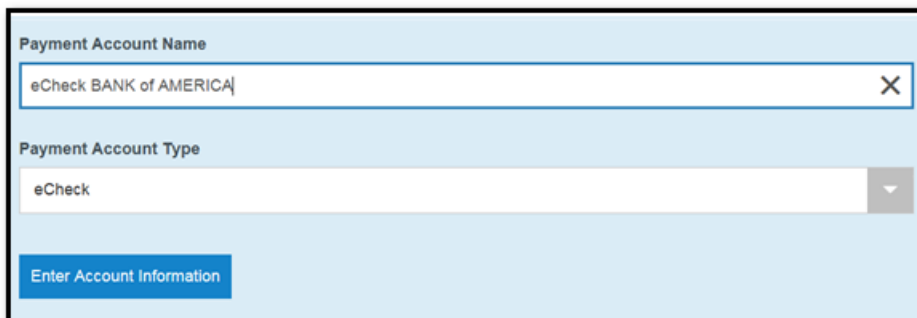
Add Account

To add an eCheck payment account:

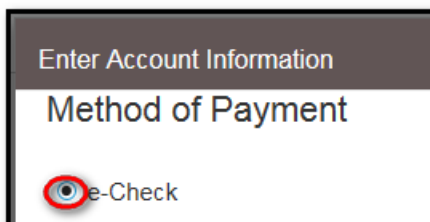
- Click the Actions button
- Under Firm Admin, click Payment Accounts
- Click Add Payment Account



- Add Payment Account Name
- Select eCheck as the Payment Account Type
- Click Enter Account Information

A screenshot of a web form for adding a payment account. The form has a light blue header and a white body. The first section is labeled "Payment Account Name" and contains a text input field with the value "eCheck BANK of AMERICA" and a small "X" icon on the right. The second section is labeled "Payment Account Type" and contains a dropdown menu with "eCheck" selected. At the bottom of the form, there is a blue button labeled "Enter Account Information".

- Select e-Check as Method of Payment



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→ Enter Account Information

- Account Type select - Checking or Savings
- Enter Account Number
- Enter Routing Number
- Name and Address
- Click Continue

Enter Account Information ×

Method of Payment

e-Check

Account Holder Information

Enter the information as it appears on the Account. The fields marked with a red asterisk (*) are required fields.

Account Type *

Account Number *

Routing Number *
[Routing Number Help](#)

First Name *

Last Name *

Address Type US Foreign

Address Line 1 *
Street address, P.O. box, company name, c/o

Address Line 2 Apartment, suite, unit, building, floor, etc.

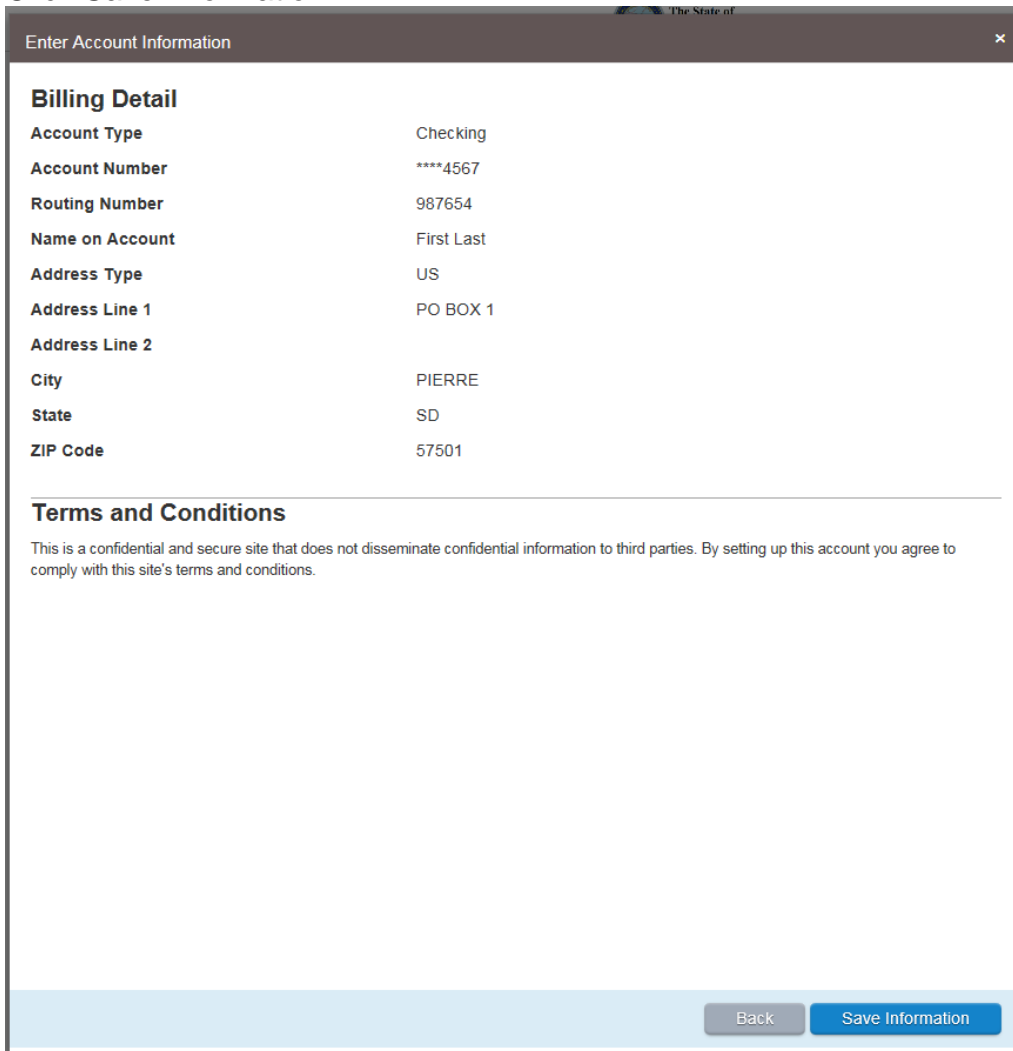
City *

State ▼

Zip Code

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- Verify information is correct
- Click Save Information



The screenshot shows a web form titled "Enter Account Information" with a close button (X) in the top right corner. The form is divided into two main sections: "Billing Detail" and "Terms and Conditions".

Billing Detail

Account Type	Checking
Account Number	****4567
Routing Number	987654
Name on Account	First Last
Address Type	US
Address Line 1	PO BOX 1
Address Line 2	
City	PIERRE
State	SD
ZIP Code	57501

Terms and Conditions

This is a confidential and secure site that does not disseminate confidential information to third parties. By setting up this account you agree to comply with this site's terms and conditions.

At the bottom of the form, there are two buttons: "Back" and "Save Information".

Insufficient Funds in Account

A Non-Sufficient Funds notice will be sent by the clerk. The filings fees must be paid within 30 days, plus the additional NSF fee of \$40. [SDCL 57A-3-422](#)

Drawdown Accounts

If you wish to close a drawdown account, contact the [Clerk of Courts](#).