



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

**AUTHORIZATION TO COMPLETE BLANK CHECK AMOUNT**

I, \_\_\_\_\_ (business name if not an individual) authorize a deputy of the Harris County Tax Office to write in the exact dollar amount of payment due on the check I have provided for the motor vehicle transaction(s) submitted. All other fields, including the PAY TO THE ORDER OF (payee) must be completed.

***UNDER NO CIRCUMSTANCE WILL A CHECK WITH A BLANK PAYEE BE ACCEPTED.***

I understand that this is a convenience service provided by the Harris County Tax Office (Tax Office) and hold the Tax Office harmless from liability. This authorization letter will be retained by the Tax Office and will remain in effect until authorization is withdrawn in writing.

An owner or officer of a corporation must sign this letter of authorization.

Under penalty of perjury, I attest that I am authorized to sign this letter of authorization.

Customer Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_  
(If applicable)

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_