



**City of Jersey City  
Housing, Economic Development  
And Commerce Department  
Office of the Construction Official  
1 Jackson Square, 2<sup>nd</sup> Floor  
Jersey City, NJ 07305**

**Customer Check Registry**

The Office of the Construction Official has implemented the following registry for the receipt of payment by Checks.

This is not required for payments made by Credit Cards, Certified Checks or Money Orders.

If the company paying by check is a Corporation, LLC, or Individual the address of the company must be a Physical NJ Address, PO Boxes or out of state will not be accepted.

It is the responsibility of the person completing this form to notify the Division for any changes, failure to do so will result in a loss of this privilege as with any payment bouncing.

**No Third Party Checks**

**No Starter Checks**

The following information is required if a Company Payer (BUSINESS CHECKS)

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

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

City \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_

Phone \_\_\_\_\_, Email \_\_\_\_\_

If Corporation or LLC Provide Registered Agent Information, by a copy of the registered agent document of the Incorporation Papers, Non Corporation Copy of Drivers License of the Business Owner

**Individual payers (PERSONAL CHECKS)**

Individual Name \_\_\_\_\_

Address: \_\_\_\_\_, City \_\_\_\_\_

Zip: \_\_\_\_\_, Phone \_\_\_\_\_

Email \_\_\_\_\_

**Provide Copy of Drivers License**

No checks will be processed unless this has been completed and accepted

Date \_\_\_\_\_, Accepted by \_\_\_\_\_

Print Name \_\_\_\_\_

**ACCEPTED FORM MUST ACCOMPANY ALL FUTURE CHECKS.**