

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 5 business days) please order a certified copy of that Order.

Complete a W-9 form for the IRS. (See attached link: <http://www.hctx.net/treasurer/forms.aspx>).

Take or mail the Order and the W-9 to the Auditor's Office in the Administration Building, 1001 Preston, 8th floor, Houston, TX 77002.

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

If you have questions for the Auditor, please call them at 713-755-5347.

You can see if a check has been sent to you by visiting the Treasurer's website at: <http://www.hctx.net/treasurer/forms.aspx> under "Monthly Disbursement Report".