## Recording Fees

**County Recorders Annual Conference**  
**April 2017**

### Legal Authority for Recording Fees
- IC 36-2-7-10 - Various Fees
- IC 36-2-7-10.1 - Bulk Copies
- IC 36-2-7-10.7 - Housing Trust (Marion County only)
- IC 36-2-7.5-6 - Identification Security Protection Fee
- IC 5-14-3-8 - Enhanced Access Fee
- Recorder’s Fee Schedule – SBOA website - [www.in.gov/sboa](http://www.in.gov/sboa)

### Handling Various Types of Payments Received
- Cash
- Checks
- Bank Drafts
- Money Orders
- Bank (Debit) Cards and Credit Cards
- Electronic Funds Transfers (EFT)
- Other financial instruments as approved by the county council

### Making Deposits
- IC 5-13-6-1
- Daily Deposits Required for amounts over $500
- Designated Depository
- Board of Finance and County Investment Policy.

### Reconciliations

### Timely Remittance of Collections

## Authority for Recording Fees

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## Types of Payments Received

### Fees Charged for Payment Transactions
- IC 36-18-11(d)
  - Allowed to collect a fee equal to the amount charged to the County for the payment transaction

## Payments (Continued)

- Accounts Receivable and Escrow Accounts
  - Accounts receivable not allowed – Statute states “shall” collect
  - Escrow accounts allowed – payment received in advance
- Overpayments
  - IC 36-2-11-6
    - May retain administrative fee up to $3
    - Excess amount over $3 shall be refunded

## Making Deposits

- IC 5-13-6-1
- Daily Deposits Required for amounts over $500
- Designated Depository
- Board of Finance and County Investment Policy.
Reconciliations

• IC 5-13-6-1(e)
  • Perform monthly reconciliations
  • Reconcile bank statements to records

Remittance of Collections

• County General
• Recorder’s Record Perpetuation
• Surveyor’s Corner Perpetuation
• Mortgage Recording Fees–State Share
• Local Affordable Housing
• State Affordable Housing and Community Development
• Identification Security Protection
• County Elected Official Training
• Enhanced Access