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AUTHORIZATION TO REFUND BOND FEE

SECTION I: This section must be completely filled out by the bonding company and signed as directed. Once it is complete and signed, **ATTACH A COPY OF THE BONDING RECEIPT**, and present it to the District Attorney's Office for verification. The District Attorney's Office will then forward the same to the Montgomery County Treasurer.

RECEIPT NO: _____

SUSPECT'S NAME: _____ DOB: _____

ARRESTING AGENCY: _____

OFFENSE(S) ON BOND: _____

OFFENSE(S) FILED IF DIFFERENT FROM BOND: _____

TIME AND DATE BONDED: _____

DATE OF OFFENSE: _____ CAUSE/COUNTY/DA NO: _____

I hereby declare that I, the undersigned am an authorized agent of _____
(Bonding Company)

and am authorized by _____ to sign this form and receive any refund.
(Bonding Company)

Sign and Print Name

SECTION II: This section to be completed by the District Attorney's Office. Upon receipt, the District Attorney's Office will stamp received, complete below and forward the same to the Treasurer's office.

GRANTED: _____

DENIED: _____

(Date)

(Assistant District Attorney)

SECTION III: To the Treasurer: You are hereby authorized, upon verification of authenticity of this document, to release the fee collected on the bond filed for the offense listed above, pursuant to the Texas Government Code 41.258, to the duly authorized agent of the bonding company listed on the referenced bond. This authorization expires the 181st day from the date of the dismissal or the date the charge was declined.

PROCEDURES FOR PROCESSING BOND REFUND FEE FORM

1. Form must be completed in a timely manner by the authorized bond company representative and submitted to the Montgomery County District Attorney's Office for processing.
2. Once received, the District Attorney's Office will date stamp the form for processing.
3. The District Attorney's Office will complete an internal investigation and determine whether the request is eligible for refund.
4. The District Attorney's Office will complete Section II of the form and forward to the County Treasurer for processing, if approved.
5. The County Treasurer will process the refund in the form of a check once a month for all requests received.