



BILL RICKERT  
County Treasurer

County Treasurer  
Fort Bend County, Texas

**BONDSMEN REFUND CHECK REQUEST FORM**

Date: \_\_\_\_\_ Invoice #: \_\_\_\_\_ Vendor #: \_\_\_\_\_

Surety: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Payment  
Description: \_\_\_\_\_  
\_\_\_\_\_

Account  
charged: \_\_\_\_\_ Amount: \_\_\_\_\_

Account  
charged: \_\_\_\_\_ Amount: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Date check  
to be issued: \_\_\_\_\_

**REQUIRED DOCUMENTS TO BE INCLUDED**

1. Decline to prosecute document (MOTION /NOTICE TO DISMISS).
2. Original Bond Fee Receipt (MONEY TRANSACTION RECEIPT from Sheriff's Office).
3. BAIL BOND FEE REFUND APPLICATION FORM (List each case individually).

Failure to comply with the requirements above will hinder the check dispersal process.

**Completed form and required documents may be submitted via email or in-person to:**

Lana Chilek  
Lana.Chilek@fortbendcountytx.gov  
Direct: 281.341.4472  
Office: 281.341.4460  
1422 Eugene Heimann Circle St. 21004  
Richmond, TX 77469

April Washington  
April.Washington@fortbendcountytx.gov  
Direct: 832.471.2095  
Office: 281.341.4460  
1422 Eugene Heimann Circle St. 21004  
Richmond, TX 77469

Receipt # \_\_\_\_\_

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