

FEE TRANSFER (INTERNAL)

(payment transferred to another fee owed to Sixth District)

Offender's Name: [Click here to enter text.](#)

ICON # [Click here to enter text.](#)

Supervising Officer: [Click here to enter text.](#)

Current Date: _____

Fee Type:

Amount to be transferred \$:

Reason for Transferring Funds:

**Amount will be applied to 6JD IDAP fee if it exists, then OLDEST fee owed to the Sixth District.
(If Sixth District fees are paid in full but fees are owing to another District, use Form 138E)**

Submitted by: [Click here to enter text.](#)

Completed by Clerical

Step 1: Scan into ICON: _____ Summary = Request for Fee Transfer Submitted

Step 2: Submit to Accounting Tech (Donna).

Completed by Fiscal Department:

Accounting Tech (Donna) to update Fee System

Fee payment applied to _____ in Sixth District

Forward receipt to Administrative Officer (Vickie).

Forward receipt to clerical:

Completed by Clerical

Mail receipt to offender. If outstanding fees still exist, include Fee Notice. Scan documents mailed into ICON.

For Public Information Only