

PAYMENT OPTIONS

Automatic Payments through Your Bank

- The easiest way to make payments on your overpayment is to set up automatic payments through your banking institution. By setting up automatic payments, you can choose a day of the month for your bank to automatically submit a payment to Allen County Job and Family Services. It is an easy, hassle-free way to pay off your overpayment. Superior Credit Union, Chase, Huntington, and most other banks allow you to set up automatic payments. If you are interested in this option, please contact your banking institution and they will help you begin the process.

Credit Card Payment via Municipay (2.4% processing fee, \$2.00 minimum)

- Go to https://payments.municipay.com/oh_allen/search/8aa19d02
- Allen County Job & Family Services has partnered with Municipay, a secure platform that allows residents to quickly and easily pay on their overpayments.
- You can create an account or continue as a guest. If you create an account, it will allow you to see your payment history, and access digital wallets.
- Complete information: The fields with an asterisk (*) are required.
- Click on Add & Checkout. You will be directed to another screen that will give you another chance to create an account or to continue as a guest. (Please note, if you have created an account, you can set up recurring payments.)
- Complete the information, again, the fields with an asterisk (*) are required. Enter your card number, Expiration Month and Year, and Security Code CVV. Click on Submit Payment for \$x.xx. Your receipt will be emailed to the email address you provided.

Check or Money Order

- If you choose to pay by check or money order, please make your payment out to Allen County Job and Family Services (ACJFS) AND be sure to note your Recovery Account Number on your check or money order. Your Recovery Account Number can be found on your overpayment letter or by calling 419-228-2120.
- Please send your payments to Allen County Department of Job and Family Services 951 Commerce Pkwy., Lima, OH 45804.
- Additionally, if you need return envelopes to send your check or money order into the agency, please call 419-228-2120.

Cash Payment

- You may also bring in a cash payment directly to the Agency. We do not suggest mailing a cash payment to the Agency.