

Magistracy Accounts Section – Cashier FAQ

Magistracy – Government of Belize

Frequently Asked Questions – Cashier

1. What types of payments can the Cashier accept?

The Cashier accepts cash and bank cheques, payments for court fees, fines, and compensation or civil payments.

2. Can I pay at the cashier using my credit or debit card?

No.

3. Can I pay fines or compensation for someone else?

Yes, provided you have the correct payment information (Full Name, case number, or payee ID).

4. What if I don't have the exact amount?

The Cashier can accept full payment and provide change **IF** available since cash nor petty cash is not kept in office. Paying with the exact amount makes your business transaction faster and easier.

5. How long will it take for me to receive compensation payments?

After collection of money is made by the cashiers, compensation payment may take up to a month to be processed and paid to the awardee bank account.

6. Why will the payment take a month to hit my bank account?

I. In a centralized bureaucratic system, there are processes, policies, and procedures to ensure proper checks and balances, accountability, and transparency. All receipts collected countrywide are sent to the main office in Belize City to be checked, verified, processed for payment, and approved.

The process begins where all receipts collected, and paying-in reports from the sub-treasuries, are submitted weekly from the magistracy district offices cashiers to the accounts office in Belize City. Receipts are checked and verified by a compensation invoicing clerk, thereafter, processed for payments on the Smart Stream System. The Finance Officer checks and approves the payment. Finally, all supporting documents and signatures are sent to the Treasury Department in Belize City for final check and approval.

II. The bank account registered on Smart Stream may be inactive.

III. There could be no existing bank account on Smart Stream.

IV. Vendor Form could have been incomplete.

V. Discrepancies such as wrong account number, outdated account format (Belize Bank and HRCU account nos.)

VI. Copy of a clear and valid Social Security Card and account number may be missing from the vendor form required attached documents.

Please note that all compensation/civil payments can only be processed if an active account is on Smart Stream.

An active account on Smart Stream requires submission to any magistracy offices of **a filled and signed vendor form, a copy of an active bank account and clear social security card.**

7. Can I pay online?

Currently, payments must be made at the Magistracy Cashier's office unless an approved electronic payment method is available. Check with the Magistracy for updates.

8. Can you tell me how much I owe or what the remaining balance is?

Yes, an official document can be provided by the court's cashier recording remaining balance and payment history. This can be done by asking the court's cashier for a payment history at any time or when making a payment(s).

9. Can I get a payment update?

Yes. Please contact our main office in Belize City where one of our account's clerks can assist.