



## **INSTRUCTIONS FOR UNITED STATES LAW ENFORCEMENT AGENCIES WHEN SERVING SUBPOENAS, COURT ORDERS, AND SEARCH WARRANTS ON PAY-O-MATIC RECORDS.**

Please read this document thoroughly. These instructions are for U.S. law enforcement agencies only. They do not apply to civil actions and do not apply to civil subpoenas. Service of process for civil matters must be made pursuant to the rules in the jurisdiction in which the matter is pending. **Service of process for civil matters is not accepted at the address and/or email listed in Section I below.**

### **I. SERVICE AND PROCESSING OF SUBPOENAS, COURT ORDERS, AND SEARCH WARRANTS**

Subpoenas, court orders, and search warrants (collectively referred to as “subpoenas”) from federal, state and local law enforcement agencies in the United States requesting records must name “The Pay-O-Matic Corp.” and/or “Pay-O-Matic Check Cashing Corp.” as appropriate, and may be served by emailing a signed PDF copy of the subpoena to [compliance@payomatic.com](mailto:compliance@payomatic.com) or mailing them to:

New address as of June 1, 2026:

The Pay-O-Matic Corp.  
Pay-O-Matic Check Cashing Corp.  
Compliance Department as Custodian of Records  
166-30 Jamaica Avenue, 2nd Floor, Jamaica, NY 11432

Pay-O-Matic does not accept service of subpoenas via facsimile.

Upon receipt of a subpoena, the Pay-O-Matic Compliance Department will acknowledge the request via email, advising receipt of the subpoena for processing.

All subpoenas must be accompanied by the full name, title, mailing address, email address, phone number and facsimile number of the person and/or entity issuing the subpoena and the full name, title, mailing address, email address, phone number and facsimile number of the person to whom documents should be sent. Without this information, Pay-O-Matic is unable to process subpoenas.

Please note, Pay-O-Matic generally will not send subpoena responses to any web-based email addresses such as hotmail, yahoo or gmail.

### **II. RESPONSE TIME FOR U.S. LAW ENFORCEMENT SUBPOENAS**

Pay-O-Matic typically fulfills subpoenas within 30 days after receipt; however, response times may vary depending upon the scope of the subpoena and the types of records requested.

### **III. QUESTIONS REGARDING U.S. LAW ENFORCEMENT SUBPOENAS**

If you have any questions about law enforcement subpoenas, contact Pay-O-Matic at the address, email or telephone number below.

Pay-O-Matic Compliance Department  
Email: [compliance@payomatic.com](mailto:compliance@payomatic.com)  
Phone: (516) 880-8650 or (516) 496-9825