



Instructions for Completing Collection Account Agreement

The Collection Account Agreement form is used to establish an account with Trust Accounting Center. Before completing the form, we suggest you read our Policies and Procedures. It spells out the manner in which we administer accounts. In particular, note the method we use to calculate interest (Sec 8). Unless specifically instructed otherwise, we utilize daily interest which we believe to be the fairest, most accurate method. If requested, we can use monthly interest calculation.

I. PAYORS

Provide the names and addresses of the person or persons making payments. Use current mailing address and phone numbers. An email address is optional.

II. LENDERS

Provide the names and addresses of the person or persons to whom the payments are owed. Use current mailing address and phone numbers. An email address is optional.

III. FEES

Indicate who is responsible for paying our fees. You may split fees if that is part of your agreement with the other party. The payor's portion is added to the payment amount and fees will be deducted from payments before they are disbursed. **The Account Establishment fee should be included with the agreement.**

IV. DOCUMENTS

Indicate what documents you are sending with your agreement. We recommend that you send originals to us so that they will be readily available when needed. Call us if you are not sure what documents to send. We suggest that you use certified mail, return receipt requested or one of the courier services for sending documents. If you prefer to keep the originals, you should store them securely since they will be needed later.

Documents are not considered to be delivered irrevocably into a True Escrow. They are stored with us solely at the convenience of the holder and may be withdrawn at any time. You can deliver documents in to a True Escrow by completing a True Escrow Agreement. Call us if you require an agreement form.

V. AUTHORIZATION

Although either party or their representatives may complete this form and send us the appropriate documents, the signature of one lender authorizing us to collect payments and administer the account is required. One payor should also sign if payors are responsible for any portion of the fees for the account.

This completes the Account Agreement. The Agreement, disbursement instructions page, W9 and appropriate documents should be sent to Trust Accounting. If you have an unusual transaction or special requirements, we can generally handle them. Please contact us to discuss your needs. For additional assistance call 800 562 2044 or 360 293 0661.