

Escrow Transaction Setup Form

**ESCROW
DISBURSEMENT
NUMBER**

**ESCROW DISBURSEMENT
CHECKING ACCOUNT TITLE**

The Internal Revenue Service requires that we obtain a completed & signed IRS Form W-9 (certify taxpayer identification number) or IRS Form W-8BEN (certification of foreign status) for each client sub-account. We must receive the IRS forms prior to opening the sub-account.

Escrow Transaction Setup Forms received by the Bank after 3:00pm will be processed on the next business day following the day on which the form was received.

CLIENT 1'S NAME	CLIENT 1'S ADDRESS	W9 FORM YES	
SUB-ACCOUNT NUMBER	DEPOSIT \$ AMOUNT	WITHDRAWAL \$ AMOUNT	CLOSING Y/N
IF FOR A FUNERAL HOME IS ACCOUNT IRREVOCABLE	YES	NO	

CLIENT 2'S NAME	CLIENT 2'S ADDRESS	W9 FORM YES	
SUB-ACCOUNT NUMBER	DEPOSIT \$ AMOUNT	WITHDRAWAL \$ AMOUNT	CLOSING Y/N
IF FOR A FUNERAL HOME IS ACCOUNT IRREVOCABLE	YES	NO	

CLIENT 3'S NAME	CLIENT 3'S ADDRESS	W9 FORM YES	
SUB-ACCOUNT NUMBER	DEPOSIT \$ AMOUNT	WITHDRAWAL \$ AMOUNT	CLOSING Y/N
IF FOR A FUNERAL HOME IS ACCOUNT IRREVOCABLE	YES	NO	

CLIENT 4'S NAME	CLIENT 4'S ADDRESS	W9 FORM YES	
SUB-ACCOUNT NUMBER	DEPOSIT \$ AMOUNT	WITHDRAWAL \$ AMOUNT	CLOSING Y/N
IF FOR A FUNERAL HOME IS ACCOUNT IRREVOCABLE	YES	NO	

CLIENT 5'S NAME	CLIENT 5'S ADDRESS	W9 FORM YES	
SUB-ACCOUNT NUMBER	DEPOSIT \$ AMOUNT	WITHDRAWAL \$ AMOUNT	CLOSING Y/N
IF FOR A FUNERAL HOME IS ACCOUNT IRREVOCABLE	YES	NO	

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