



### Trust Account Maintenance

A Trust Account is a tool offered by SDCI to allow applicants to maintain accounts with the department. Applicants provide deposits to maintain account balances, and then draw from the balance to pay for services. Applicants will receive monthly statements reflecting account activity and month-end balance. There are no charges for this service. For Governmental Agencies, this tool is used as a billing mechanism (no deposits are required).

Date of Request: \_\_\_\_\_

**Establish New Trust Account**

- Advance Deposit Account
- City of Seattle Agency
- Other Governmental Agency

**Modify Trust Account**

Trust Acct ID: \_\_\_\_\_

Company: \_\_\_\_\_

**Operations Address:**

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**Accounting Address (if different): (Statement Address)**

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**I Wish to Transfer My Trust Account Balance**

Transfer from Trust ID: \_\_\_\_\_ Transfer to Trust ID: \_\_\_\_\_

Company: \_\_\_\_\_ Company: \_\_\_\_\_

I authorize the transfer of balance of funds \_\_\_\_\_  
(Account Owner Signature)

**I Wish to Discontinue My Trust Account**

Trust Account ID: \_\_\_\_\_

**Make Refund of Account Balance Payable to:**

Payee: \_\_\_\_\_ Tax ID # or Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Refund Requester's Signature: \_\_\_\_\_

**Authorization to Refund Account Balance to Persons Other than Original Payer:**

If the refund is to be paid to persons other than the original payer, please have the original payer sign and date below: I authorize \_\_\_\_\_ to receive the refund on behalf of the original payer.

Original Payer Signature: \_\_\_\_\_

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**For SDCI Use Only:**

Voucher No./Date: \_\_\_\_\_

AR Signature: \_\_\_\_\_ Refund Approval: \_\_\_\_\_

Revised: September 2018