618 N. 2nd Ave. | P.O. Box 515
Stayton, Oregon 97383 | (503) 769-6444

HOLDING ACCOUNT SERVICE INSTRUCTIONS

COMPLETE ONLY AFTER SEI HAS APPROVED THE HOLDING ACCOUNT REQUEST.

ACCOUNT AND PARTIES

Account / matter: **SEI account no.:**

Property address (if applicable):

Party 1 name: **Party 2 name:**

Address: **Address:**

Email: **Email:**

Phone: **Phone:**

PURPOSE AND GOVERNING AGREEMENT

Purpose of the holding account:

Governing contract or agreement (title and date):

☐ A complete, mutually executed copy is attached.

FUNDS TO BE HELD

Initial deposit: **Deposit due:**

Deposited by: **Contract end:**

Source of funds:

☐ The parties certify that funds are not generated by cannabis or any other federally illegal business.

618 N. 2nd Ave. | P.O. Box 515
Stayton, Oregon 97383 | (503) 769-6444

HOLDING ACCOUNT SERVICE INSTRUCTIONS

AUTHORIZED PROVIDERS, FEES AND RELEASE

AUTHORIZED INSTRUCTION PROVIDERS

List any person, in addition to Party 1 and Party 2, who is authorized to provide release instructions. Include name, role, email, and phone.

Party 1 initials: **Party 2 initials:**

FEES

Fees paid by: ☐ Party 1 ☐ Party 2 ☐ Shared equally

The Holding Account Fee Schedule, initialed by the parties, is incorporated into these instructions.

RELEASE OF FUNDS

SEI will release funds only pursuant to the attached governing agreement and mutually executed written instructions from all required parties or authorized instruction providers. Instructions must state the amount, recipient name, complete mailing or banking information, and confirmation that all release conditions have been met.

Party 1 initials: **Party 2 initials:**

Specific release conditions and timing:

Recipient of any funds remaining after all required disbursements:

618 N. 2nd Ave. | P.O. Box 515
Stayton, Oregon 97383 | (503) 769-6444

HOLDING ACCOUNT SERVICE INSTRUCTIONS

ADMINISTRATION AND LIMITATIONS

ADMINISTRATION AND LIMITATIONS

	P1 initials	P2 initials
☐ SEI will make payments only from funds actually on deposit and is not responsible for any shortage.		
☐ If funds are insufficient, SEI may notify the parties and suspend disbursements until adequate funds are received.		
☐ SEI has no duty to determine whether a contract condition has been performed unless the parties provide the written instructions required here.		
☐ SEI is not responsible for the authenticity, validity, legal sufficiency, or enforceability of the governing agreement or supporting documents.		
☐ If conflicting instructions or a controversy arises, SEI may hold the funds pending mutually executed instructions, a final court order, or other direction acceptable to SEI. Applicable expenses and fees may be charged to the account as permitted by law and agreement.		
☐ No amendment to these instructions is effective unless accepted by SEI in writing.		

618 N. 2nd Ave. | P.O. Box 515
Stayton, Oregon 97383 | (503) 769-6444

HOLDING ACCOUNT SERVICE INSTRUCTIONS

WHOLE AGREEMENT AND SIGNATURES

These instructions and attachments constitute the entire agreement between SEI, LLC as holding agent and the parties concerning SEI's duties. The instructions may not include every term of the underlying transaction. Read them carefully and do not sign unless acceptable.

Party 1

Printed name

Signature

Date

Party 2

Printed name

Signature

Date

Additional authorized party (if required)

Printed name

Signature

Date

SEI acceptance

Printed name

Signature

Date