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

REQUEST TO OPEN A HOLDING ACCOUNT

SUBMIT THIS REQUEST FOR REVIEW BEFORE COMPLETING SERVICE INSTRUCTIONS OR SENDING FUNDS.

REQUESTER INFORMATION

Requested by: **Company:**

Email: **Phone:**

PROPOSED ACCOUNT

Account / matter:

Property address (if applicable):

Party 1: **Party 2:**

Party 1 email: **Party 2 email:**

Expected funds: **Deposit date:**

Contract end date: **Disbursements:**

PURPOSE, FUNDING AND RELEASE TERMS

Purpose of holding account and transaction summary:

Source of funds and identity of depositor:

Conditions that must be met before funds may be released:

Names and roles of persons authorized to provide release instructions:

- [ ] A copy of the governing contract or agreement is attached.
- [ ] Funds are not generated by cannabis or any other federally illegal business.

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ACKNOWLEDGMENT AND SEI DECISION

REQUEST ACKNOWLEDGMENT

Submitting this request does not create an account or obligate SEI, LLC to accept the proposed service. Do not send funds or original documents until SEI provides written approval. If approved, all parties must complete the Holding Account Service Instructions and initial the Holding Account Fee Schedule.

Requester initials: **Date:**

FOR SEI USE

Approved for service | Declined | Additional information required

Reviewed by: **Decision date:**

Account no.: **Notes:**