



HOLDING ACCOUNT SERVICE INSTRUCTIONS

COMPLETE ONLY AFTER SEI HAS APPROVED THE HOLDING ACCOUNT REQUEST.

ACCOUNT AND PARTIES

Account / matter:	<input type="text"/>	SEI account no.:	<input type="text"/>
Property address (if applicable):	<input type="text"/>		
Party 1 name:	<input type="text"/>	Party 2 name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>

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:	<input type="text"/>	Deposit due:	<input type="text"/>
Deposited by:	<input type="text"/>	Contract end:	<input type="text"/>
Source of funds:	<input type="text"/>		

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



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:



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.	<input type="text"/>	<input type="text"/>
If funds are insufficient, SEI may notify the parties and suspend disbursements until adequate funds are received.	<input type="text"/>	<input type="text"/>
SEI has no duty to determine whether a contract condition has been performed unless the parties provide the written instructions required here.	<input type="text"/>	<input type="text"/>
SEI is not responsible for the authenticity, validity, legal sufficiency, or enforceability of the governing agreement or supporting documents.	<input type="text"/>	<input type="text"/>
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.	<input type="text"/>	<input type="text"/>
No amendment to these instructions is effective unless accepted by SEI in writing.	<input type="text"/>	<input type="text"/>



HOLDING ACCOUNT SERVICE INSTRUCTIONS

WHOLE AGREEMENT AND SIGNATURES

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

Additional authorized party (if required)

Printed name

Signature

Date

Party 2

Printed name

Signature

Date

SEI acceptance

Printed name

Signature

Date



HOLDING ACCOUNT FEE SCHEDULE

EFFECTIVE AUGUST 2026

ACCOUNT SETUP

Funds held: \$0 through \$500,000	\$500
Funds held: over \$500,000 through \$1,000,000	\$750
Funds held: over \$1,000,000	Call for quote

The applicable setup fee must be paid when the account is opened. The account will not be established until SEI has accepted the account and received the setup fee.

ACCOUNT MAINTENANCE AND DISBURSEMENTS

Monthly account maintenance	\$25 per month
Each disbursement	\$15
Account closeout	\$400

EXTENDED CONTRACT TERM

If the contract or agreement extends beyond its stated contract end date, the monthly account maintenance fee doubles from \$25 to \$50 per month beginning after the original end date.

HOW FEES ARE PAID

Setup fees are due at account opening. Monthly maintenance fees, disbursement fees, and the closeout fee will be deducted from the final disbursement unless SEI agrees otherwise in writing.

CUSTOMER ACKNOWLEDGMENT

By initialing below, each party confirms that they have reviewed and accept this Holding Account Fee Schedule and authorize SEI to deduct applicable fees as described above.

Party 1 initials:

Party 2 initials:

Date:

Account / matter:



HOLDING ACCOUNT FUNDS RELEASE AUTHORIZATION

USE ONLY AFTER ALL REQUIRED RELEASE CONDITIONS HAVE BEEN MET.

ACCOUNT INFORMATION

Account / matter:

SEI account no.:

DISBURSEMENT INSTRUCTIONS

Provide the amount, recipient name, complete mailing address or approved banking instructions, and phone number for each recipient.

1. Amount:

Recipient:

Address / bank instructions:

Phone:

Delivery method:

☐

Check

☐

ACH

2. Amount:

Recipient:

Address / bank instructions:

Phone:

Delivery method:

☐

Check

☐

ACH

3. Amount:

Recipient:

Address / bank instructions:

Phone:

Delivery method:

☐

Check

☐

ACH

CERTIFICATION AND AUTHORIZATION

The undersigned certify that all terms and conditions required for these disbursements have been met and authorize SEI, LLC to release the funds exactly as stated above. Each disbursement is subject to the applicable fee.

Signer

Printed name

Signature

Date

Party 1

Party 2

Additional 1

Additional 2