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

NEW ACCOUNT SUBMISSION CHECKLIST

STANDARD CUSTOMER FORMS

Account / Property: _____ **Submitted by:** _____

Phone number: _____

SUBMISSION INSTRUCTIONS

Send this completed checklist, all supporting documents, and all related new-account correspondence to **collectionaccounts@santiamescrowinc.com.** Please submit a complete package; incomplete submissions may delay setup and the start of payment processing.

DOCUMENT / STATUS	REQUIRED INFORMATION
SEI Collection Escrow Instructions REQUIRED - PAGE 2 AND INITIALS MUST BE COMPLETE	☐ Completed and signed by all parties. ☐ Page 1: Current mailing address, phone number, and email address for both parties. ☐ MUST INCLUDE - PAGE 2: Payment amount due, interest start date, and date the first payment is due. ☐ Fees: Instructions clearly indicate which party is responsible for the fees. ☐ REQUIRED INITIALS: General Provision 15 is initialed by every Seller/Payee and Buyer/Payer signing the instructions.
Reserve Account Instructions REQUIRED IF RESERVING FOR TAXES AND/OR INSURANCE	☐ Completed Reserve Account Instructions form.
ACH Debit Form OPTIONAL - REQUIRED IF AUTOMATIC WITHDRAWALS ARE REQUESTED	☐ Top portion completed, including withdrawal day and beginning month. ☐ Bank account information completed. ☐ Form signed by the borrower / account holder.
Disbursement Instructions REQUIRED	☐ Complete instructions showing where and how proceeds are to be disbursed. ☐ Underlying loan: Current servicer statement with payment breakdown, remittance address, loan number, and payment amount. ☐ Third-party recipient: Full name and current mailing address if not a party to the account.
ACH Credit Form OPTIONAL - REQUIRED IF ELECTRONIC DEPOSITS ARE REQUESTED	☐ Completed and signed ACH Credit form. ☐ A voided check alone does not authorize electronic deposit; without the form, Santiam Escrow will mail a check to the bank.
Debt Instrument REQUIRED	☐ Copy of the note, contract, or other document establishing the debt. ☐ Document includes complete repayment terms, including any late-charge provision.
Initial Setup Fee REQUIRED - SELECT ONE	☐ A note signed by the buyer authorizing Santiam Escrow to add any portion of the setup fee paid by the borrower to the first ACH withdrawal. ☐ If the seller is not signing up for ACH, the One-Time ACH Debit Authorization must be completed for the $300 initial setup fee.

Final Review: All applicable items above are included and all required forms are complete and signed.

PROCESSING TIME

The submission is incomplete and setup does not begin until all required documents, information, signatures, and initials are received.
Once the package is complete, please allow up to 10 business days for account setup.
For rush service, call (503) 769-6444 ext. 201. Additional fees may apply.