

INSTRUCTIONAL USER GUIDE

Escrow Quarterly Report SAW Registration

If you already have a Secure Access Washington (SAW) account that you use to access other state agency services you may use the same log in information. You'll add a new service by choosing Department of Financial Institutions – Escrow Agent QR.

To get started visit Secure Access of Washington at <https://secureaccess.wa.gov/myAccess/saw/select.do>.

Filing your Quarterly Report

Please refer to the screenshots below to get started on submitting your quarterly report. *If this is your first time filing an escrow quarterly report you'll need to register to gain access to the system. System access takes two days for processing.*



Escrow Agent Quarterly Report

Escrow Agent Online Filing Instructions

1. Browser specifics

- a. Your browser's "Print" function will let you keep these instructions handy while completing this quarterly report.
- b. This system works with these browsers:
 - Chrome
 - Firefox
 - Internet Explorer (version 9 or higher, with Compatibility Mode turned OFF)
- c. Do not use your browser's "Back" button. Use the system navigation buttons or data may be lost.
- d. Turn off the Pop-Up Blocker in your browser

2. Saving Data:

- a. Complete all the required fields on each screen and click the [Save & Continue] button.
- b. Partial screen data will be saved if you click the [Save & Exit System] button.
- c. When you return after exiting, the system will continue at the next blank field or screen.
- d. Your data may be lost if you close your browser without first clicking the [Save & Exit System] button.

3. Before you begin:

- a. Please gather this information for all three months of this reporting quarter. You will need to have this information at hand while completing this quarterly report:
 - Trust Account bank statements
 - Trust Account reconciliations
 - Operational data

b. Create your PDF file(s) for upload at the end of the process:

- Required – Trust Account bank statement for third month of the reporting quarter, just the page showing the ending balance.
- Optional – Additional documentation to respond to specific questions asked during the Trust and Operations Data Entry phases.

c. Quarterly Report Phases:


- **Data Entry (Trust Accounting and Operations)** – Enter information for each field. When you reach the end of a screen, please review the entries for accuracy. When you are confident all fields are correct, click the [Save & Continue] button to move on to the next screen.
 - You cannot go back to previous screens during the Data Entry phases; however, you will have another opportunity to review information for accuracy when you reach the "Review & Edit" phase.
 - Based on the answers to some questions, the system may prompt you for additional explanation(s). You may enter the explanation in the comment box provided for that question, or upload supporting documentation in a later phase.
HINT: If you already provided the explanation, please use the comment box to tell us when and how you sent the explanation to DFI (e.g.: Sent 'document name' via email on 'date' to 'email address').
- **Review & Edit** - Verify the information you entered for accuracy once more. Use the [Edit](#) hyperlink to update the data if needed.
- **Upload & Certify** - Only the Designated Escrow Officer (DEO) or Principal may complete this phase. Save your supporting document(s) in PDF format onto your computer. This system will only accept PDF files. Upload the PDF document(s) to support this quarterly report. Review the list of successfully uploaded files, then Certify and submit this report.
 - **Required Uploads** – Every quarterly report must include the Trust Account bank statement (page showing ending balance) for the last month of this reporting quarter. If your company uses multiple trust accounts, attach the correct statement page for each account.
 - **Additional Uploads** – Based on the answers to your questions during the data entry phases, the system will remind you to provide additional explanations for those questions/answers. You may enter such explanation in comment box during the data entry phase, or you may upload supporting documentation to provide the explanation. If you believe the explanation provided in the comment box is sufficient, you do not need to upload the "optional" documentation.

- **Complete & Print** – BEFORE you exit the system, print a copy of the submitted report for your own records. After the report is certified, the system will NOT allow you to access THIS quarterly report again.

Continue

Please Note: You must complete each phase before moving on to the next section. If you realized you've made an error in the middle of your filing you cannot return back to the previous section, you must wait until the Review/Edit Phase in order to make your corrections.

The system will guide you through the filing process, starting with your basic information. Please select the quarter from the drop down option and click "Continue."

 **Escrow Agent Quarterly Report**

Escrow Agent Basic Information

This is the current information for this Escrow Agent on file with DFI. You will have opportunity to inform DFI of changes to this information on specific screens later during the Operations Data Entry phase.


Escrow Agent Name: EAQR Testing
License Number: 540-EA-124251
Doing Business As Name(s):
Formerly Known As:
Physical Address: 150 Israel Rd SW Tumwater, WA 98501
DEO Name: Fake EO TestRecord
DEO License Number: 540-DO-71110

Please select the quarter for which you are reporting:

Continue

TRUST ACCOUNT ENTRY PHASE

You will need to complete the Trust Account Entry for each trust account you have on record with DFI. Provide your trust account number and click on "Validate." *If your trust account information that you provided is correct and you received an account number not found message you'll still be able to continue with your filing.*

 Escrow Agent Quarterly Report

1 2 3 4 5


Trust Account Entry Phase Operation Entry Phase Review/Edit Phase Upload/Submit Phase Complete/Print Phase

Trust Account Information

You must complete this section for each main office or branch office trust account. At the end of this phase, you will be asked if you have any additional trust account(s) to report. If you click "yes", the system will generate a separate Trust Account Entry phase for each additional trust account. Please review the following examples for guidance on how many times you will need to complete this phase:

- The main office and branch office share one trust account: You only have to complete this phase once.
- The main office and one branch office maintain separate trust accounts: You must complete this phase for each of the trust accounts.
- The main office maintains three trust accounts: You must complete this phase for each of the three trust accounts.

Please enter your Trust Account number, click the 'Validate' button so we can verify it against DFI records for your license

 Escrow Agent Quarterly Report

1 2 3 4 5

Trust Account Entry Phase Operation Entry Phase Review/Edit Phase Upload/Submit Phase Complete/Print Phase

Trust Account Information

Trust Account number: 1234567

Indicate the appropriate responses to the below questions.



Escrow Agent Quarterly Report



Reconciliations

Please gather the full month-end reconciliation reports, including bank statements, for the three-month reportable quarter. The following section will ask questions regarding the entire three-month period.

Trust Account ***4567

1. YES NO Was the trust account reconciled within 30 days of the end of each month during this quarter?

Identify which month(s) were not timely reconciled and provide a brief explanation.

2. YES NO Did you verify and correct all exceptions/adjustments between the monthly bank statement balance for the trust account and the monthly trial balance of the client ledger as of the quarter end date?

Please provide an explanation for each adjustment/exception that includes a description, dollar amount, transaction date and the corrective action.

3. YES NO Did all individual client accounts have positive balances?

Please provide an explanation including the total dollar amount of negative balances and a list of the individual client accounts that have a negative balance including the individual escrow numbers, the names of the clients, and the dollar amount of the negative balances.

4. YES NO Did the dollar amount of the total outstanding trust liability to clients equal the total dollar amount of undisbursed balances of the individual client ledgers?

Please provide an explanation that includes total dollar amount of exceptions, escrow number, name of client, and for each escrow transaction amount.

5. YES NO As of the end of this quarter, do you have any outstanding checks older than 90 days?

Please provide a list of these outstanding checks older than 90 days, include: check number, date, amount, and payee. (You may attach such list at the end of this report).


6. YES NO NONE TO REMIT. Did the escrow agent remit all unclaimed funds as required by the Uniform Unclaimed Property Act, Chapter 63.29 RCW RCW 63.29.120

Please provide an explanation and indicate the anticipated date of remittance.

Save & Continue

Save & Exit System

Provide your 3 way reconciliation report for the third month.



1 2 3 4 5
Trust Account Entry Phase Operation Entry Phase Review/Edit Phase Upload/Submit Phase Complete/Print Phase

RECONCILIATION SUMMARY REPORT

Please enter specific reconciliation data from your bank statement and three-way reconciliation report for the third month of the reportable quarter.

HINT:

- The three "as of" dates should match
- The adjusted bank balance should match the adjusted system/book balance and client ledger trial balance (next screen)

Trust Account ***4567 for quarter ending Jun, 2020

A. Monthly Bank Statement

Ending Balance per bank statement as of (MM/DD/YYYY) \$

Add:

Deposits in transit \$

Adjustment

\$

Deduct


Outstanding Checks \$

Adjustment

\$

Adjusted ending bank balance \$

Provide your 3 way reconciliation report for the third month. (Continued)



1 2 3 4 5
Trust Account Entry Phase Operation Entry Phase Review/Edit Phase Upload/Submit Phase Complete/Print Phase

RECONCILIATION SUMMARY REPORT (continued)

Are client funds held in interest bearing trust accounts or dividend earning investment accounts separate from the escrow trust account? If YES, please complete the below section. You must list each bank account separately by customer name and state the month-end bank account balance of each account. If NO, click the "skip" button

If yes, please complete this information

Customer savings account(s) as of (MM/DD/YYYY)

Customer Name(s)

\$

Savings account balance(s) have been receipted to the customers escrow account(s) on the Trial Balance

Savings account balance(s) have not been receipted to the customers escrow account(s) and are reconciled separate from the trust account



RECONCILIATION SUMMARY REPORT (continued)

Please enter specific reconciliation data from your three-way reconciliation report for the third month of the reportable quarter.

HINT:

- The three "as of" dates should match
- The adjusted bank balance (prior screen) should match the adjusted system/book balance (B) and client ledger trial balance (C) below

B. Balance per system/book as of: (MM/DD/YYYY) \$

Add: \$

Adjustment

\$

Deduct: \$

Adjustment

\$

Adjusted ending balance per system/book \$

C. Client Ledger Trial Balance

Total Balance from individual client ledgers as of: (MM/DD/YYYY) \$

[Save & Continue](#) [Save & Exit System](#)

Indicate if you have another trust account to report.



Trust Account

Do You Have Another Trust Account? [YES](#) [NO](#)




Trust Account

You have completed phase 1-Trust Account Entry, click [Continue](#) to move to phase 2-Operations Entry.

[Continue](#) [Exit System](#)

OPERATIONS ENTRY PHASE

Select the appropriate response to each answer and provide the following information.

 Escrow Agent Quarterly Report

1 — 2 — 3 — 4 — 5

Trust Account Entry Phase Operation Entry Phase Review/Edit Phase Upload/Submit Phase Complete/Print Phase

Current Company Addresses Information


Verify the information below is still true. If your Current Company Addresses Information is incorrect, please select the "change" button. Before you submit this report, you'll receive instructions to formally advise DFI of the change(s).

Physical Address Still True Change
150 Israel Rd SW Tumwater, WA 98501

Mailing Address Still True Change
150 Israel Rd SW Tumwater, WA 98501

Books & Record Location Still True Change

[Save & Continue](#) [Save & Exit System](#)

 Escrow Agent Quarterly Report

1 — 2 — 3 — 4 — 5

Trust Account Entry Phase Operation Entry Phase Review/Edit Phase Upload/Submit Phase Complete/Print Phase


Current DEO Information

Verify the information below is still true. If your Current DEO Information is incorrect, please select the "change" button. Before you submit this report, you'll receive instructions to formally advise DFI of the change(s).

Still True Change

Name	License Number
Fake EO TestRecord	540-DO-71110

[Save & Continue](#) [Save & Exit System](#)

 Escrow Agent Quarterly Report

1 — 2 — 3 — 4 — 5

Trust Account Entry Phase Operation Entry Phase Review/Edit Phase Upload/Submit Phase Complete/Print Phase

Current Ownership Information

Verify the information below is still true. If your Current Ownership Information is incorrect, please select the "change" button. Before you submit this report, you'll receive instructions to formally advise DFI of the change(s).

Ownership Information Still True Change

Owner Name

Owner Name	Percentage
None on Record.	

[Save & Continue](#) [Save & Exit System](#)



Current Insurance & Bonds Information

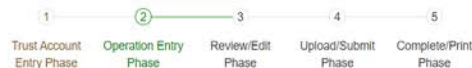
Verify the information below is still true. If your Current Insurance & Bonds Information is incorrect, please select the "change" button. Before you submit this report, you'll receive instructions to formally advise DFI of the change(s).

Still True Change

Issuer	Policy#	Value	Deduct	Expires
DFI Test	11111111	\$1,000,000	\$0	09/09/2021

Still True Change

Issuer	Policy#	Value	Deduct	Expires
DFI Test	00000	\$10,000,000	\$0	09/09/2022



Current Branch Information

Verify the information below is still true. If your Current Branch Information is incorrect, please select the "change" button. Before you submit this report, you'll receive instructions to formally advise DFI of the change(s).

Current Licensed Branch Office(s)

License Number	Physical Address	Branch DEO	Select
No Branch			<input type="radio"/> Correct <input type="radio"/> Change

OPERATIONS ENTRY PHASE (continued)



Operations Entry (continued)

Answer these questions as of your last quarterly report.

7. YES NO NO EMPLOYEE Has the escrow agent implemented written policies and procedures to verify employees have not shown a disregard for their financial condition in the last three years?

Please note: a licensee must implement written policies and procedures verifying no employees who handle escrow funds have been convicted of, or pled guilty or nolo contendere to, a felony or a gross misdemeanor involving dishonesty within the last seven years or have shown a disregard for their financial condition in the last three years.

8. YES NO Has there been any material adverse change in the financial condition of the escrow agent, principal officer, controlling person, escrow officer, designated escrow officer, or employee?

Provide a detailed explanation of the changed financial condition, as required by RCW 18.44.301; RCW 18.44.430; RCW 18.44.470; and WAC 208-680-265.

9. YES NO Has the escrow agent or any escrow officer or employee of the escrow agent been named as a defendant in any criminal proceeding?

Provide a detailed explanation of the criminal proceeding, as required by RCW 18.44.301; RCW 18.44.430; and WAC 208-680-570.

10. YES NO Has the escrow agent or any escrow officer or employee of the escrow agent been notified or become aware that they are the subject of any investigation or enforcement action by the state or federal regulatory agency?

Provide a detailed explanation of the investigation or enforcement action, as required by RCW 18.44.301; RCW 18.44.430; RCW 18.44.311; and WAC 208-680-275; WAC 208-680-570

11. YES NO Has the escrow agent or any escrow officer or employee of the above escrow agent been named in any lawsuit related to the escrow agent's activities?

Provide a detailed explanation of the lawsuit, as required by RCW 18.44.301; RCW 18.44.430; WAC 208-680-570.

Save & Continue

Save & Exit System

dfi Escrow Agent Quarterly Report



Escrow Agent Operation Data

Answer these questions as of your last quarterly report.

	Apr, 2020	May, 2020	Jun, 2020
Number of escrow accounts closed	0	0	0
Gross dollar amount of total funds received	\$ 0.00	\$ 0.00	\$ 0.00
Gross dollar amount of total funds disbursed	\$ 0.00	\$ 0.00	\$ 0.00
Gross fees earned (before sales tax)	\$ 0.00	\$ 0.00	\$ 0.00

Save & Continue

Save & Exit System

dfi Escrow Agent Quarterly Report



Operations

You have completed phase 2-Operation Entry, click [Continue] to move to phase 3-Review/Edit.

Continue

Exit System

REVIEW/EDIT PHASE

Review all of the information that you have provided. Use the “Edit” button to make any corrections needed.

The screenshot shows the 'Review/Edit' phase of the 'Escrow Agent Quarterly Report'. At the top, a progress bar indicates five phases: 1. Trust Account Entry Phase, 2. Operation Entry Phase, 3. Review/Edit Phase (highlighted in green), 4. Upload/Submit Phase, and 5. Complete/Print Phase. Below the progress bar, a blue header reads 'Escrow Agent Quarterly Report' with the 'dfi' logo. A light blue box contains the instruction: 'Please review your quarterly report for accuracy and make any necessary changes.' Below this is a dark blue bar with the text 'Escrow Agent Basic Information'. The main content area displays: 'File Report as of: 06/30/2020 Escrow Agent Name: EAQR Testing License Number: 540-EA-124251 Doing Business As Name(s)'. Below this is another dark blue bar with 'Current Company Address Information' and an 'Edit' button. A red arrow points from the 'Edit' button to the 'Escrow Agent Name' field. Underneath, there are three sections: 'Physical Address' (150 Israel Rd SW Tumwater, WA 98501), 'Mailing Address' (150 Israel Rd SW Tumwater, WA 98501), and 'Books & Record Location' (150 Israel Rd SW Tumwater, WA 98501). Each section has a 'Still True' radio button and a 'Change' link.

Upload/Certify & Submit Phase

You are required to submit copies of your bank statements for each trust account. You also have the option to upload additional supporting documents to support your answers for any of the questions that required a brief explanation.

The screenshot shows the 'Upload/Submit' phase of the 'Escrow Agent Quarterly Report'. The progress bar at the top highlights phase 4, 'Upload/Submit Phase'. The main content area is divided into two sections: 'Required Uploads' and 'Additional Uploads'. The 'Required Uploads' section has a light blue box with the instruction: 'Please upload copies of your bank statements for each trust account.' The 'Additional Uploads' section has a light blue box with the instruction: 'Your answers to these questions require added information. If necessary, please upload additional documentation now. Please identify the question number related to each document.' Below this, there is a section for 'Trust Account ***4567' with 'Operations Information'. A question is displayed: '7. YES Has the escrow agent implemented written policies and procedures to verify employees have not shown a disregard for their financial condition in the last three years? Please note a licensee must implement written policies and procedures verifying no employees who handle escrow funds have been convicted of, or pled guilty or nolo contendere to, a felony or a gross misdemeanor involving dishonesty within the last seven years or have shown a disregard for their financial condition in the last three years.' Below the question is a dark blue bar with 'Upload Supporting Files'. Underneath, there is a 'Choose File' button (with 'No file chosen' text) and an 'Upload' button. A red arrow points to the 'Upload' button. Below the 'Upload Supporting Files' bar is a 'Successfully Uploaded Files' section. It shows a table with one entry: 'Escrow Test Doc.docx'. To the left of the entry is a 'Delete' button with a red 'X' icon. Below the table are two buttons: 'Save & Continue to Certify' and 'Exit System'. A red arrow points to the 'Save & Continue to Certify' button.

Once you have successfully uploaded your files, you will then certify and submit your quarterly report.

dfi Escrow Agent Quarterly Report

1 Trust Account Entry Phase 2 Operation Entry Phase 3 Review/Edit Phase 4 Upload/Submit Phase 5 Complete/Print Phase

Review Application
Upload Documents

Certify Application

City [] State Washington Date []/[]/[] (MM/DD/YYYY)

Are you ready to submit this quarterly report? Click the Certify & Submit Report button.

I certify under penalty of perjury under the laws of the State of Washington that this Escrow Agent Quarterly Report and Attachments are true and correct.

Certify & Submit Report Exit System

Complete/Print Phase

Please print a copy of your quarterly report filing to retain for your records.

dfi Escrow Agent Quarterly Report

Completed Certified Report

Thank you for submitting your quarterly report. You may use your browser's "print" function now to save this report for your files.
If you close your browser, you will NOT be able to return to this quarter's report.

If you selected "change" for any of the operations entries, please visit our website dfi.wa.gov or contact DFI at (360) 902-8703 to request the Escrow Agent Amendment Application form.

Escrow Agent Information

File Report as of: 06/30/2020 Escrow Agent Name: EAQR Testing License Number: 540-EA-124251
Doing Business As Name(s)