

ESCROW AGENT OFFICE CLOSURE FORM

PLEASE CHECK APPLICABLE EFFECTIVE DATE OF CLOSUR		□BRANCH C	OFFICE
1) ESCROW AGENT COMPAN	Y NAME:		
TRADE NAME:		LICENSE NU	MBER:
PHYSICAL ADDRESS of Location	on Closing:		
City	State	Zip	
2) CUSTODIAN OF RECORDS: [As referenced in WAC 208-680-245(2)(c)]	Last Name	First	Middle
MAILING ADDRESS:			
	City	State	Zip
	Phone	Fax	E-mail address
3) LOCATION OF RECORDS:			
Physical Address:			
	City	State	Zip

INSTRUCTIONS FOR CLOSURE OF A MAIN OFFICE:

1. Thirty days prior to the planned closure, the designated escrow officer (DEO) or a controlling person must provide the Department with notice of the closure. WAC 208-680-245(2)

DEO COMPLETE THE FOLLOWING IF THE MAIN OFFICE IS CLOSING

- 1. Outgoing DEO: Complete the top of the Escrow Trust Funds Responsibility Form (attached).
- 2. Outgoing DEO: Provide a listing of trust liability (trial balance).
- 3. Outgoing DEO: Provide a bank statement and reconciliation (include list of outstanding checks).
- 4. If you employ any LPOs, remember to notify the LPO Board of your closure.

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CUSTODIAN OF RECORDS COMPLETE THE FOLLING IF THE MAIN OFFICE IS CLOSING

- 1. Custodian of Records: Complete the bottom of the Escrow Trust Funds Responsibility Form (attached).
- 2. Custodian of Records: Complete the Consent to Service Form (attached).
- 3. Email your forms to CSLicensing@dfi.wa.gov.

INSTRUCTIONS FOR CLOSURE OF A BRANCH OFFICE:

- 1. When a branch office of an escrow agent closes, the branch designated escrow officer, designated escrow officer, or a controlling person are jointly and severally obliged to notify the Department within twenty-four hours of closure. WAC 208-680-245
- 2. Complete the Closure Form above and check the box next to Branch Office.
- 3. If the branch has the same trust account as the main then DO NOT complete the top of the Escrow Trust Funds Responsibility Form (attached).

If the branch office uses a trust account that is different from the Main Office complete the following.

- 1. Branch DEO: Complete the top of the Escrow Trust Funds Responsibility Form (attached).
- 2. Branch DEO: Provide listing of trust liability (trial balance).
- 3. Branch DEO: Provide a bank statement and reconciliation (include list of outstanding checks).

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ESCROW AGENT CLOSURE OF TRUST FUNDS RESPONSIBILITY FORM

Designated Escrow Officer	License NoOutgoing Designated Escrow Officer
ned itemized accounts are a tru	ue status of all funds being held in the
which I release responsibility, ر	pending disbursement of such funds.
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