

### Escrow Account Closing Instructions

**Escrow Agent Information**

Business Name-Escrow Agent/ Landlord	Business Contact Number
Authorized Signature of Escrow Agent/ Landlord*	Date of Requested Closeout

*\*All current signers on business resolution are authorized to transact on the account*

**Client Information**

Client Name	Client Account Number	
<b>Option #1</b>		
Check #1 payable to	Amount of Check	Memo (if applicable)
Check #2 payable to	Amount of Check	Memo (if applicable)
Requested Date of Pick Up	Requested Time of Pick Up	
<b>Option #2</b>		
Transfer from Account #	Amount of Transfer	Transfer to Account #

**Bank Use Only**

Branch	Employee	Date
Escrow Agent Main Account #	Time Check Picked Up	Date Check Picked Up