



Trust Account Maintenance

A Trust Account is a tool offered by SDCI to allow applicants to maintain accounts with the department. Applicants provide deposits to maintain account balances and then draw from the balance to pay for services. Applicants will receive monthly statements reflecting account activity and month-end balance at zero cost to you. For Governmental Agencies, this tool is used as a billing mechanism (no deposits are required).

*Date of Request: _____

*Action of Request:

Establish New Trust Account (select one)

Advance Deposit Account

City of Seattle Agency

Other Governmental Agency

Modify Trust Account

Trust Acct ID: _____

Company: _____

*Operations Address:

*Company: _____ *Contact: _____

*Address: _____ City: _____ State: ____ Zip: _____

*Phone: _____ Fax: _____ * Email: _____

Alternative Address for Accounting or Statement Purpose (if different from above):

Company: _____ Contact: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Fax: _____ Email: _____

***Action for the remaining fund balance:**

I Wish to Transfer My Trust Account Balance

Transfer from Trust ID: _____ Transfer to Trust ID: _____

Company: _____ Company: _____

*I authorize the transfer of balance of funds _____

(Account Owner Signature)

I Wish to Discontinue My Trust Account

Trust Account ID: _____

Make Refund of Account Balance Payable to:

*Payee: _____ *Tax ID # or Social Security #: _____

*Address: _____ *City: _____ *State: ____ *Zip: _____

*Refund Requester's Signature: _____

Contact information:

PO Box 34234, Seattle, WA 98124-1234

Phone: 206-386-9780

Fax: 206-386-0095

Email: sciaccounting@seattle.gov

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This is the end of the form.

For SDCI Use Only:

Voucher No./Date: _____

AR Signature: _____ Refund Approval: _____