

# Escrow/Trust Account

The Escrow/Trust Account form provides information on balances, interest and any collateral, securities or facilities that may be attached to trust accounts for a specified year end date.

## Auditor Setup of the Escrow/Trust Account form

The following image provides a detailed description on what is required for the different fields.

The screenshot shows the 'Edit Account For Training Client' form. The form is divided into two main sections: '1 Edit Responder' and '2 Edit Account'. The '2 Edit Account' section contains the following fields and callouts:

- Financial Responder:** SA Training Bank Corporate, 36 Hans Strijdom Ave., Cape Town, 8001, South Africa, FDIC: na. *Callout: Financial Responder: This block provides the full address of the financial institution the requests will be sent to.*
- Form \*:** Escrow/Trust Account. *Callout: Form (mandatory field): Select the specific form you wish to submit through to the bank.*
- Authorized Signers \* (select up to 4):** Ben, Smit (checked), Doe, John, Smith, Penny. *Callout: Authorised Signers (mandatory field): Select the client signer that is the bank mandated signer for this account.*
- Tax ID:** [Empty field]. *Callout: Tax ID: This is the Tax ID of the client.*
- Account ID \*:** 123455. *Callout: Account No (mandatory field): This is the account number as per the client's bank statements.*
- Account Name:** Attorney Trust. *Callout: Account Description: This describes the nature of the account. This is not a mandatory field, so it can be left blank.*
- Currency \*:** South Africa, Rand - ZAR. *Callout: Main Account Sort Code: Users must enter the client's customer number in this field.*
- Balance:** [Empty field] ZAR. *Callout: List of Authorised Signers (mandatory field): Users have the option of obtaining a list of authorised signers for all associated accounts*
- Account Description:** Test.

\* Denotes required field

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## Completed Escrow/Trust Account form

The below image describes what the Escrow/Trust Account form will look like once the bank has completed the form. The image also highlights where the auditor needs to focus on to obtain the information, they require to complete their audit.

Client's Account Information [ other accounts ]				
Type/Form Financial/Escrow/Trust Account	Account ID 123455	Account Name Attorney Trust		
<b>Confirmation Request</b>				
Status Pending	As of Date 11/30/2017 (mm/dd/yyyy)	Currency ZAR *	Request ID m08vg3g39r9rg3	Account Closed <input type="checkbox"/>
Balance: * ZAR <input type="text"/> or, see attachment <input type="checkbox"/>				
Account Description Test				
<b>Attachments</b>				
File Name	Date	Size	User Name	User Type
Attachment Information 15MB max per file Supported File Types - .doc .docx .pdf - .xls .xlsx - .bmp .jpg .tif				

\*ZAR - South Africa, Rand

**Account Name:** This is the account name as per what was provided by the auditor.

**Account Number:** This is the account number as per what was provided by the auditor.

**Type/Form:** This is the type of form that was sent through to the financial responder.

**Status:** This field indicates if the request was completed or denied by the financial responder.

**As of Date:** This is the year end date selected by the auditor

**Balance:** The bank will provide the relevant balance details associated with the trust accounts

**Attachments:** The bank has the option of attaching documentation to further assist the auditor.

## Banks that accept Escrow/Trust Account form

