Rev 1/20

ESCROW ACCOUNT PUBLICATION **EA-2**

Oversize/Overweight Permit Unit
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What is an Escrow Account?
An Escrow Account is a financial account used for the storage of funds in order to pay for Single Trip and Superload permits. This account may **not** be used to pay for Annual permits.

How do I set up an Escrow Account?
Fill out the Escrow Account Application (EA-4) and mail it to our office along with your initial deposit. The initial deposit must be made by company check, cashier's check or money order. Although an initial deposit **is** required, no minimum amount is required. However, we recommend that your initial deposit be enough to cover one permit.

How do I pay with my Escrow Account?
Provide your Escrow Account Number on every permit application you submit. Make sure you also provide a fax number (must be a dedicated fax line) or email address for your permit to be sent to once it is issued. Any permits requested that exceed the amount available in your Escrow Account will be denied until sufficient funds are available.

How do I add money to my Escrow Account?
A company check, cashier's check or money order (we cannot accept personal checks) may be mailed to our office. Please be sure to include your account number on the check or enclose a note to include your account number. You may also fill out the Escrow Account Payment by Credit Card (EA-6) form and fax it to our office. Please take note of the fees associated with using the payment by credit card method on that form. There is no limit to the amount of money you may keep in your Escrow Account.

How do I check the balance of my Escrow Account?
Each month, a report indicating the activity of your Escrow Account is mailed to you. The report will include a list of all transactions for the account during the previous month and the ending balance of the Escrow Account as of the date the report was printed. The report will also include a section that may be cut out and returned to our office along with a company check, cashier's check or money order to replenish the Escrow Account if so desired.

How do I make changes to my Escrow Account?
Any changes or corrections to the account name, contact information (including mailing address, email address, phone number or fax number) or list of people authorized to make changes must be made in writing on company letterhead by the authorized person(s) specified at the time of the initial application.