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# E-Billing Fact Sheet

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## Escrow Payments

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Escrow payments for the purchase of property are allowed for acquisition projects.

### Requesting an Escrow Payment

To request an escrow payment, you will need to start a bill following these steps. See *Fact Sheet 6: E-Billing Overview*, for complete steps on preparing a bill.

**Step 1 – Start a billing:** Log on to PRISM Online, open the project to bill, start a new bill.

**Step 2 – Complete billing setup:** Under “Billing Scenarios,” select the box entitled “This billing requests an escrow payment.” Select the billing category “Property.” Select the specific property that will be purchased with the escrow payment.

**Step 3 – Complete the escrow information:** After selecting the “Escrow Payment Request” button, under “Billing Scenarios,” the required escrow information will be displayed. Enter the escrow amount, the escrow company, the escrow company’s statewide vendor number and suffix, and the escrow account number. There is an area to add a note at the end of the line (yellow box). See screen shot below.

PROPERTIES INCLUDED IN THIS BILLING				
<i>Check the properties which have costs included in this billing. To add a property, contact your <a href="#">Grant Manager</a>.</i>				
<input checked="" type="checkbox"/> PROPERTY: Knight Forest				
Escrow Amount	Escrow Company Name	Statewide Vendor #	Suffix	Account #
\$45,000.00	Escrow Company Washington	SWV623678	13	13-14789T
				

**Step 4 – Input the transaction for the escrow** on the cost pages. Under check/document number enter “Escrow” and for the transaction date use the date you expect the escrow payment to be made. See screen shot below.

**Property: High Priority Habitat ( Worksite: High Priority Habitat #3 )**

**Property**  
*Acquisition of Land, Improvements, Easement, Lease or Rights.*  
*Fill in the row. To add additional rows, click the "Add Cost" button below and to the right. Date ranges may be used for payroll or donations only.*  
*If donations are included, enter details about the donation in the transaction description.*

Work Type Description	Paid To/Donated By	Expenditure Amt	Non-Reimb Amt	Non-Reimb Type	Total Amt Chk/Doc #	Trans Date From Trans Date To	SN
Land	Company Washington	\$45,000.00	\$0.00	Non-Reimb Type	\$45,000.00	03/19/2015	
High Priority Habitat land purchase					escrow	To Date	
Total Property Costs:					\$45,000.00		
Total Acquisition Costs for Property: High Priority Habitat					\$45,000.00		

[+ Add Cost.](#)

### Additional Information

When the request for an escrow payment is made, other costs such as additional property costs, incidental costs, or administrative costs may be included with the escrow request.

Please note that the match share of your grant will be applied to the escrow payment. Also, required property information, such as acquisition date and acres acquired, will need to be input on the property screen. Required attachments for an escrow include the appraisal and appraisal review. See Fact Sheet 11 for a full list of required attachments.

**For more instructions, see the full *E-Billing User Guide* online at [www.rco.wa.gov/doc\\_pages/reimbursement.shtml](http://www.rco.wa.gov/doc_pages/reimbursement.shtml).**