

PLAN OF MARYLAND-D.C., INC.

DISBURSEMENTS FROM ESCROW ACCOUNTS

As a convenience to our clients and their families PLAN is available to receive funds from SSI, SSDI, trusts, and family members, and to use those funds for the benefit of an individual with a disability. We place the funds received in escrow accounts.

The money in any escrow account belongs to the person, trust, or organization that placed it there. There may be several escrow accounts for the benefit of one individual. For example if PLAN serves as the representative payee for a client, the SSI or SSDI funds would go into an escrow account. If there is a trust for the benefit of the client, un-invested funds from that trust are held in a second escrow account. If the family also provides funds, those funds would be held in a third escrow account. Since the funds in each escrow account belong to a different owner, we do not combine escrow accounts even though they are all for the benefit of one client.

The escrow accounts function like a bank account. The family, trust, or organization puts funds into the escrow account and gives us instructions about how the funds are to be used. As long as there are sufficient funds in the escrow account we are able to make the payments we have been directed to make. If there are insufficient funds in the escrow account when a payment is due, PLAN cannot make that payment.

PLAN will not make payments for the benefit of clients unless the funds required to make those payments are available in the appropriate escrow account. We want to make sure that our client's needs continue to be met, so we urge each family or trustee to make sure that the funds needed to make payments for rent, utilities, food, medication, etc. are in the appropriate escrow account **before** the time when the expense must be paid.

If you would like to set up a PLAN escrow account please complete the second page of this form.

PLAN OF MARYLAND-D.C., INC.
ESCROW ACCOUNT APPLICATION FORM

Owner of the funds held in escrow:

(Name) _____

(Address)

The funds are to be used for the benefit of:

(Name) _____

(Address)

The funds in the escrow account are to be used to pay for:

I understand that PLAN of Maryland-D.C., Inc. is not a bank or a financial institution, and is not regulated as such. I understand that the funds I place in this escrow account will be placed in the PLAN of Maryland Escrow Account which is held at Sandy Spring Bank. I understand that the funds held in this escrow account will not earn interest. I understand that I maintain ownership of the funds placed in the escrow account, and that I may order that the balance of my share of the account be refunded to me, and that my refund will be issued within 5 business days.

I understand that no payments will be made from the escrow account unless there are sufficient funds in that account.

(Signature)

(Date)

(Printed Name)