

# Billing Account Information Form

Business Information				
<b>Business Name</b>				
<b>Street Address</b> <b>City, State, Zip Code</b>				
<b>Contact Name for Billing</b>				
<b>Phone Number for Contact/email</b>				
List of Accounts				
Type of account: Recording/Research/ZIP	Researcher's Name (if applicable)	Phone Number	Username	Password
<i>Example-Research</i>	<i>John Brown</i>	<i>000-000-0000</i>	<i>PulaskiJB</i>	

*Please read the following information before setting up accounts with the Pulaski Circuit/County Clerk's Real Estate Department.*

**Type of Account:** You may request an **ESCROW** account for recording purposes and/or a **CHARGE** account for research purposes.

**Note:**

- RECORDING accounts are ESCROW ONLY.
- The main difference between an escrow account and a charge account is, an escrow account is **prepaid**.
- Zip Disc Accounts pay a monthly fee of \$300.00 for the recording data from the FTP website and must always maintain a positive escrow balance.
- Escrow accounts need to have the payment in by the 10th of each month.
- New RECORDING accounts **MUST** always maintain a positive escrow balance.
- New RESEARCH account holders are required to prepay \$100.00 and maintain a positive balance.

\_\_\_\_\_  
Signature of Billing Contact

\_\_\_\_\_  
Agent for Billing Contact

\_\_\_\_\_  
Real Estate Clerk