












The Centralized Trust Accounting Department (CTAD), plays a very important role in making sure that company policy and procedures as they relate to Trust Accounting are adhered to.

Following is a list of “red flags” that will need to be communicated to the Escrow Administrators for further investigation.

Escrow Administrators for the appropriate areas are to be notified of the following:

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-  Overdrafts that remain after 2 days
 -  Deposits that are posted, but are not banked within 2 days
 -  Employees working on their own person escrow transactions
 -  Any checks that are made payable to employees
 -  Any checks that are made payable to individuals with the same last name as the employee
 -  Payments made to unusual or questionable companies
 -  Wires which are initiated or approved by the person receiving the funds, or relative of the employee initiating or approving the wire
 -  Requests for VOIDS without the original instruments
 -  Receipts that do not have Payors Names indicated (either it is blank or has the wrong information)
 -  Files that are disbursed and closed, but do not have a zero balance
 -  Any questionable activity
 -  Disbursement of a check to an individual, the check is then voided and reissued with multiple checks, to the same individual
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Communication to the appropriate State Escrow Administrator, by CTAD, can be done by providing a copy of the item that has raised the question (i.e. ledger card, voided check request, wire out request, copy of a check or receipt, etc.).