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Brian Van Bergen Yamhill County Clerk

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Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

Memorandum

To: Yamhill County Board of Commissioners
From: Brian Van Bergen, Yamhill County Clerk
CC: Laura Tschabold, Anne Britt, Lucy Flores-Mendez, Carol White, Becky Weaver
Date: July 29, 2014
RE: Refund from client's Debit Account

Please consider authorizing the Clerk's office to refund the balance of a client's Debit Account.

A number of years ago, the Clerk's office established Debit Accounts for regular property recording customers. In most cases, these customers would deposit \$5,000 to \$20,000 into their accounts depending on the number of recordings they expected to make over the following weeks. The Clerk's office is not allowed to record a document without full payment at the time of recording so these Debit Accounts facilitated multiple recordings without having to issue a unique check for each transaction.

In September of 2013, our office began accepting property recordings electronically. This is commonly known as "e-Recording". One of the benefits to our customers is that these transactions occur using an ACH (Automated Clearing House) transaction (similar to a debit card transaction). An ACH transaction pulls the exact funds required from the customer's bank account and is deposited directly into our account, avoiding the need for a prepaid debit account in our office altogether.

Most of our recording customers have chosen to keep their Debit Accounts in case they need to file a recording the traditional way. One customer, Amerititle, has since decided that may not be necessary and has asked for a refund of the balance of their Debit Account.

Please consider refunding Amerititle's current Debit Account in the amount of \$5,353.00. Zeroing out the account but keeping it active. This would come out of account 10.15.119.15x.

Please make the check payable to Amerititle and forward to the County Clerk's office who will, in turn, forward it on to the appropriate Amerititle office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian B".

Brian Van Bergen
Yamhill County Clerk

Accepted by Yamhill County
Board of Commissioners on

8-7-14

by Board Order

14-461