

**NOTE:** In order for funding to take place, your verbal confirmation call is required. Please call our office during hours of operation at 845-947-1000 to verbally confirm these instructions with a specialist. **Please know that this step is required.**

### Important!

A bill or invoice must be attached to this form in order to assure proper delivery of payment. Otherwise, the check will be mailed directly to the Accountholder.

**Please complete and submit this form via one of the following methods:**

**Mail:** Madison Administration Company, 21 Robert Pitt Drive, Suite 201, Monsey, NY 10952 **Fax:** (845) 947-1212 **Secure Upload:** [www.madisontrust.com/uploads](http://www.madisontrust.com/uploads)

## A. ACCOUNTHOLDER INFORMATION

Full name

MTC Account number

## B. PAYMENT AUTHORIZATION

I authorize Madison Trust to withdraw the specified funds from my custodial cash account and send payment for the net amount to the payee indicated below.

*Important! Lack of sufficient funds in your account will delay the payment request.*

### Processing Times:

Madison Trust processes every application in an efficient and quality manner.

Our standard processing time for all forms and requests is 3-4 days.

Our expedited service is 1-2 days. Select this service if you have special time constraints:

Expedited Service (\$50 fee applies)

### Check Hold Policy:

Non-bank checks (e.g. personal and business checks) will be held for 7 business days.

Bank and other financial institution checks will be held for 5 business days.

Incoming wires are available the next business day (\$25 fee applies).

## C. PAYEE INFORMATION

Make check payable to:

Name

Address, City, State, ZIP

Description of payment

Documents to be sent with payment (if applicable)

If this payment should be sent to someone other than the payee, please enter the mailing information here:

Name

Address, City, State, ZIP

*(Note: All Property Tax payments will be returned to the Accountholder for submission to the taxing authority.)*

