



## **Escrow Account Requirements**

For those companies that desire a centralized means of managing the fees accompanied with the fingerprinting and badging requirements, we offer the option of establishing an escrow account. To establish an escrow account with MorphoTrust, each company must complete and Account Application and submit a deposit either in the form of a company check payable to MorphoTrust or complete the Credit Card Authorization form. VISA and MASTERCARD are the only credit cards accepted.

The deposit check or credit card authorization should be in the amount necessary to cover a minimum of one month's fingerprinting and/or badging services. When an applicant is scheduled for an appointment using your billing code, the proper fees are reserved to cover the cost of that applicant's processing. After the applicant has completed their fingerprinting and/or badging registration and scheduled an appointment, the reserved fees are deducted from your account. A detailed list of those applicants fingerprinted or badged on your account will be sent to you at the beginning of each month.

It will be the responsibility of each company POC to ensure that there is always a positive balance in your account. Any additional checks deposited into the account must include the **account number** on the check. Any credit card authorizations deposited into the account must include the **account number and the amount authorized.**

We appreciate your interest in our escrow account system. If you have any additional questions, please e-mail Heather Morris at [hmorris@morphotrust.com](mailto:hmorris@morphotrust.com). Heather's phone number is 615-778-5878.

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