



# San Bernardino County Recorder-Clerk

222 W. Hospitality Lane, 1<sup>st</sup> Floor, San Bernardino CA 92415-0022

Hours 8:00 a.m. to 5:00 p.m., Monday-Friday, (909)387-8306

[www.arc.sbcounty.gov](http://www.arc.sbcounty.gov)

| <b>Charge Account Request Form</b>   |                    |   |   |                |
|--|--------------------|---|---|----------------|
| <b>Type of Request:</b>  |                    | New Account                                 | Change to an Existing Account <i>(Complete only sections that have changed)</i> |                |
| Charge Account Number:<br><i>(existing accounts only)</i>  |                    | Service Type:                               |   |                |
| Estimated Number of Recorded Documents Per Month   |                    | Estimated Number of Copy Requests Per Month |   |                |
| <b>Organization Information</b>  |                    |   |   |                |
|  |                    | Government Agency                           | Non-Government Agency   |                |
| Agency Name  |                    |   |   |                |
| Street Address   |                    | City  | State   | Zip Code       |
| Contact Name and Title   |                    |   |   |                |
| Phone Number   |                    | Fax Number                                  |   | E-Mail Address |
| Organization Manager   |                    |   |   |                |
| Phone Number   |                    | Fax Number                                  |   |                |
| <b>Authorized Users</b> <i>(Please list authorized user(s). Attach a separate list, if needed.)</i>  |                    |   |   |                |
| Add  | Delete             | Name  |   | Phone Number   |
| Add  | Delete             | Name  |   | Phone Number   |
| Add  | Delete             | Name  |   | Phone Number   |
| Add  | Delete             | Name  |   | Phone Number   |
| Add  | Delete             | Name  |   | Phone Number   |
| <b>I hereby agree to the terms and conditions and accept the County Recorder's established procedures for setting up and modifying a charge account.</b> |                    |   |   |                |
| _____<br>Agency Manager's Signature  |                    |   | _____<br>Date   |                |
| <b>RECORDER USE ONLY</b>   |                    |   |   |                |
| Approved   | Denied             | Signature of Deputy Recorder                |   | Date           |
| <b>NEW CHARGE CODE ASSIGNED BY:</b>  |                    |   |   |                |
| Name   |                    | Signature                                   |   |                |
| Date   | Charge Code Number | Check Number                                | Amount  |                |
| <b>CONFIRMATION E-MAIL SET-UP</b>  |                    |   |   |                |
| Name   |                    | Signature                                   |   | Date           |

*This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.*

# San Bernardino County Recorder-Clerk Charge Account Request Form

## Terms and Conditions

### Eligibility Limitations:

Title Companies: Title companies must record at least 47 documents per month to be eligible for a charge account. Accounts with no activity for 5 consecutive months will be deactivated unless otherwise approved.

Government Accounts: Governmental entities must require invoicing prior to issuing warrants to be eligible for account set-up.

### Credit Rating:

By signing this agreement, customer authorizes, understands and agrees the County may review customer's credit history prior to entering into this agreement or at any other time during the term of this agreement for purpose of determining eligibility for extension of credit or collecting a debt owned hereunder.

### Account Information and Fees:

Setup fee: A \$125.00 fee is required at the time of setup of an account.  
Update fee: A \$15.00 fee is charged for each revision made to an existing account.  
Gov't fee: All account fees are waived for government accounts.  
Account approval: Charge Accounts are subject to approval by the Deputy Recorder.  
Account number: Upon approval of the Charge Account Request Form, San Bernardino County Recorder Fiscal staff will notify the customer in writing when a charge account number has been established. Please reference this account number on future correspondence to ensure the prompt and correct processing of service requests.  
Account update: Changes to an account must be authorized by the originating agency, by completing and submitting a new/revised Charge Account Request form with the appropriate fee. The Recorder's fiscal staff will notify the customer in writing when the updates have been completed.  
Account denial: The Recorder's Office fiscal staff will notify the customer in writing if a charge account is denied.

### Charge Authorization:

For the customers and County's protection, customers are required to submit a Charge Authorization form with each service request. This form will be used to verify that users have been properly authorized to charge against the account. The form can be accessed on the ARC website at <http://www.arc.sbcounty.org>, "Forms" tab, "Recorder Forms", "Charge Account Authorization Form."

### Submitter Service Companies:

Customers using a submitter service company will receive confirmation information and ensure confirmations are forwarded to the title company. The submitter will be responsible for answering any recording or billing questions and submitting payments to the San Bernardino County Recorder.

### Pricing:

Charges for services provided by San Bernardino County Recorder, County Clerk and Historical Archives shall be set forth in a written price schedule. The price schedule is available on the ARC website <http://www.arc.sbcounty.org>, "Fees" tab, "County Recorder-Clerk Fee Schedule".

### Billing and Payment Terms:

Title Companies: Recorder-Clerk  
Electronic Recording Submitters: Payment by daily ACH pulls (debits) initiated by the San Bernardino County Recorder Fiscal department. Completion of a Debit Authorization Form is required.  
Government/Image Customers: Billed at the end of each month. Payment is due 30 days from the date of invoice. Payments made by electronic funds transfer (EFT), check, or SAP transfer.  
Late Payments: Customer will be notified of any overdue balance by email. This notice will indicate, the details of the delinquency and fiscal staff's contact information. Please be aware that overdue invoices may result in the temporary suspension of a charge account. Also, be sure to keep confirmations of each EFT initiated in case there are any discrepancies with receiving payment.

Send EFT payments to: **Wells Fargo Bank**  
ABA for wires: **121000248**  
Account # **4941356420**  
Name of the Account: **County of San Bernardino-Recorder's Office**

Send check payments to: (see address below)

### Term of Agreement:

This agreement will automatically renew for one successive year unless the customer or San Bernardino County Recorder gives written notice of intent to cancel thirty days prior to cancellation date. Customers will be given an opportunity to make changes to their established accounts at no charge once per calendar year.

### Mail Completed Form To:

San Bernardino County Recorder  
222 W. Hospitality Lane  
San Bernardino, CA 92415-0022 Mail  
code: 0022/Fiscal

### OR

### Email Completed Form To:

Recorder.AccountsReceivables@arc.sbcounty.gov