

Instructions:

M&T Escrow Services Client Support Information

For all M&T Escrow related questions (including assistance with this form), please contact the Treasury Management Service Team at 1-800-724-2240 Monday through Friday between the hours of 8:00am and 6:00pm ET.

Sub-Account Number--please provide the sub-account number.

***Beneficiary Type**--please denote the sub-account beneficiary type: **I=Individual, J=Joint Owner, T=Trust, C=Company. *(Only required at sub-account opening)**

Tenant/Client Name--please provide the name of the sub-account tenant or client.

Sub-Account Address--please provide the full address of the sub-account tenant or client, including the city, state, and zip code.

Reference--please provide a tenant/client reference of your choosing that will be used to sort the monthly statements. The reference may be alpha or numeric or a combination of both. For example, landlords may use an apartment number.

***Aggregation**--please provide the aggregation you would like to have your sub-account opened under. The aggregation is a grouping that will be applied to the specified sub-accounts, allowing sub-accounts to be linked together under a common identifier. To create a new aggregation, list the new aggregation name in the aggregation column and the aggregation will be created for you. If no aggregation is given, a generic aggregation will be assigned. If you wish to change the generic aggregation assigned, please contact the Escrow Services team at EscrowServicesForms@mtb.com. ***(Only required at sub-account opening)**

Amount--please provide the dollar amount associated with the requested allocation.

Close, New, Existing--please provide one of the following to indicate the request type. **C=Close Account, N=New Account, E= Existing Account**

Deposit, Withdrawal, Maintenance--please provide one of the following to indicate the transaction type. **D= Deposit, W= Withdrawal, M= Maintenance (i.e.-address change)**

****Check Destination**--please provide the address to which the sub-account refund check should be sent. List **"Master"** to have the check sent to the Master account address, or list **"Sub"** to have the check sent to the sub-account address. If an address selection is not specified, a check will not be sent, and the funds will instead be transferred to the Master account.

Sub-Account Number	*Beneficiary Type	Tenant/Client Name	Sub-Account Address	Reference (optional)	*Aggregation	Amount (\$)	Close, New, Existing	Deposit, Withdrawal, Maintenance	**Check Destination
12345	I	Jane Mary	1717 Domicile Rd Apt 1City, ST 45685	001	Building #10	\$100.00	C	W	Sub
	I	John Doe	1717 Domicile Rd Apt 1City, ST 45685	003	Building #14	\$1500.00	N	D	
54321	I	Mike Smith	1717 Domicile Rd Apt 1City, ST 45685	005	Building #2	\$200.00	E	D	