



EXPLANATION OF THE DRAW PROCESS

The draw process begins when you prepare and submit a payment application to the Owner/Obligee. As you are reviewing the invoices from your various subcontractors and suppliers, you should prepare a Disbursement Authorization Form for each vendor that will need to be paid. We suggest that you submit your complete draw package to us prior to receiving funds so we will have the opportunity to review and discuss any questions we may have.

WHERE TO SENDS DEPOSITS:

If you receive a check from the Obligee/Owner – you will need to send it to the following address for deposit:



**Attn: Escrow Department
3120 Medlock Bridge Road
Building F, Suite 100
Norcross, GA 30071**

There are two main categories of payments;

- 1) Payments to others (such as subcontractors, suppliers, etc.).
- 2) Payments to you.

PAYMENTS TO OTHERS:

You will need to submit a Disbursement Authorization Form for each vendor for which payment is sought. Be sure to attach copies of invoices or approved payment applications. The invoices/applications should reflect that work is being performed on the escrowed project and should be for work performed/materials delivered during the current payment period.

PAYMENTS TO YOU:

There are 4 sub-categories of payments to you.

- 1.) Payroll Reimbursement
- 2.) Prepaid Items
- 3.) Profit
- 4.) Overhead

You will need to prepare a Disbursement Authorization Form for each of these categories and attach to the form the proper documentation as follows:

- Reimbursement for payroll – attach payroll reports (certified payroll reports if available)
- Reimbursement for prepaid items – attach copies of checks (cancelled checks when available), copies of invoices for which payment was made, and any signed lien waivers obtained (for reimbursement for pre-paid items, you can submit one disbursement authorization for that is the total of all pre-paid items)
- Profit (worksheet provided)
- Overhead (worksheet provided)

Each draw package sent to National Escrow should contain the following:

1. A copy of the payment application/invoice submitted to the Owner
2. A Disbursement Authorization Form with appropriate invoices attached for each payment requested (including signed conditional lien waivers for each vendor payment sought)
3. A copy of your job cost/job summary report, when available
4. Copies of any change orders submitted to the Owner/Obligee

WHERE TO SEND DRAW REQUESTS/PAPERWORK:

This information can be emailed, faxed or sent via regular OR OVERNIGHT mail.

Email to: akrokos@natlescrow.com and chastings@natlescrow.com

Fax to: **(678) 218-4241**

Mail to: **National Escrow
Attention: Alex Krokos/Cindy Hastings
3120 Medlock Bridge Road
Building F, Suite 100
Norcross, GA 30071**