

For Payee to complete, all highlighted fields are REQUIRED  
Please note: if any fields are missing or incomplete, payment may be delayed



LA MESA  
FUND CONTROL & ESCROW, INC.

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La Mesa, Ca. 91942  
619-644-8500  
[Hppsupport@lmfce.com](mailto:Hppsupport@lmfce.com)

TO: La Mesa Fund Control & Escrow, Inc

Fund Control # \_\_\_\_\_ *\*will be a 4 digit number*

### CHECK OR WIRE TRANSFER PAYMENT FORM

OWNER/ REQUESTORS NAME: Name of the Owner of the property; the person who was awarded the grant

PROPERTY ADDRESS: This is the address where the ADU is being built

REASON FOR PAYMENT: Description of payment i.e. Paying contractor? Architect? Loan principle?

The undersigned hereby instructs escrow holder to disburse for each payment drawn as follows:  
*We are not responsible for ANY issues arising from incorrect mailing information.*

Issue check payment to (no charge):

Payee Name: \_\_\_\_\_

Payee Mailing Address: \_\_\_\_\_

**OR** *\*Please select and fill out one of the 2 options.  
Payee will either receive a wire transfer or a check in the mail*

Wire proceeds to (\$35.00 wire fee):

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Name/Beneficiary: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type:      Checking      Savings      Loan Pay Down      *<-Please choose the account type*

Authorized Name of Person to Confirm Wire instructions: \*Escrow will call this person to verify the account

Telephone Number #: \_\_\_\_\_ *information prior to sending the wire transfer.*

**\*\*Note: For Fraud Protection, in addition to the written instructions above, the information will be verbally confirmed by escrow holder prior to wiring the funds\*\***

Payee acknowledges a \$35.00 admin fee will be deducted from payee's payment for wire transfer

Required  
Signature \_\_\_\_\_

#### **For internal use only:**

Date: \_\_\_\_\_ Confirmed # \_\_\_\_\_ Verbally Confirmed with: \_\_\_\_\_

LMFCE Signature: \_\_\_\_\_