



## Online Expense Payment for Real Estate

Pacific Premier Trust offers a quick and easy online way to pay expenses related to the real estate held in your retirement account through [www.PacificPremierTrust.com](http://www.PacificPremierTrust.com). Simply login to your account, select **Submit Documents**, and choose **Submit Expense Payment** as your Category. The following information will be requested:

- The account and investment the expense is related to
- The type of expense (water bill, home repair, etc.)
- The payee information and the dollar amount to be paid based on your percentage of ownership. (For example: If your account owns 50% of the property and the bill is for \$1,000.00, you would enter \$500.00)
- A scanned copy of the bill (*required*)

Once the expense has been paid, you will receive an email confirmation.

### REGISTER FOR ONLINE ACCESS

To establish online access for your Pacific Premier Trust account(s), visit [www.PacificPremierTrust.com](http://www.PacificPremierTrust.com) and click **Client Login** in the top right-hand corner of the window. Once you complete a quick, one-time registration process, you will have immediate online access to your account(s).



# Expense Payment Form

## IMPORTANT INFORMATION

Use this form when requesting that Pacific Premier Trust pay a one-time or recurring expense with funds from your Pacific Premier Trust account. Please include supporting documents (e.g. bill, invoice, etc.) when submitting this form to Pacific Premier Trust. Requests to send \$5,000.00 or more to the Property Manager of record requires a breakdown of how these funds will be used. Pacific Premier Trust reserves the right to require supporting documentation for any request.

1 ACCOUNT & INVESTMENT INFORMATION	
NAME (FIRST, MI, LAST)	
PACIFIC PREMIER TRUST ACCOUNT NO.	HOME PHONE NO.
NAME OF INVESTMENT	PERCENTAGE OF OWNERSHIP %

**NOTE:** Name of Investment - name of asset if LLC, LP or C-Corp, property description of real estate, or borrower's name if a note.

2 PAYMENT INFORMATION			
AMOUNT \$	MEMO/REFERENCE (ESCROW NO., ACCOUNT NO., ETC.)		
PURPOSE OF PAYMENT ("TAX PAYMENT," "INSURANCE PAYMENT," "HOA FEES," ETC.)			
PAYEE'S NAME (TO WHOM YOU WANT PACIFIC PREMIER TRUST TO MAKE THE PAYMENT)			
C/O (IF APPLICABLE)			
PHYSICAL ADDRESS (MUST BE A PHYSICAL ADDRESS IF YOU WANT PACIFIC PREMIER TRUST TO OVERNIGHT A CHECK AND/OR ANY SIGNED DOCUMENTS)			
CITY	STATE/PROVINCE	COUNTRY	POSTAL CODE

### For Overnight Paperwork Delivery:

Charge my account (please refer to your Fee Schedule)

### 3 REQUEST TO SETUP AUTOMATIC PAYMENT/REMITTANCE (IF APPLICABLE)

\* Indicates required information.

**FREQUENCY\*:** Monthly Quarterly

**Day of the month to be paid\*:** **Date to begin payment\*:** **Date to end payment\*:**  
The start date cannot be the 29th, 30th, or 31st of the month.

Please ensure sufficient funds are available on the desired payment date. Payment will not be processed if sufficient funds are not available and will not be processed until the following payment date. Account holder is responsible for monitoring expense payment activity and provide notification if recurring payment needs to be modified. Cancellation of a recurring payment must be submitted in writing. **A scheduled remittance cannot be setup for taxes and insurance.** Entire section must be completed in order to setup an automatic remittance.



#### 4 CAPITAL IMPROVEMENT INFORMATION

Complete this section if the payment you are authorizing is for a capital improvement that will increase the value of the asset in your Pacific Premier Trust account. **This section does not apply to recurring payments.**

Capital improvement payment represents an increase in value of \$

**NOTE:** If the increase in value exceeds \$25,000 or represents an increase in the value to the asset of 20% or more, you must provide supporting documentation regarding the change in value (e.g., market comp., appraisal, etc.)

#### 5 OTHER PAYMENT INSTRUCTIONS (IF REQUESTING ELECTRONIC FUNDS)

Select one method. (Please refer to your current Fee Schedule for applicable fees.)

**NOTE:** ACH instructions may be different than wire instructions. Please contact your bank to verify.

Wire

ACH

BANK NAME	ABA NO.
BANK ACCOUNT NAME	BANK ACCOUNT NO.
BANK PHONE NO.	OTHER INSTRUCTIONS

#### For Overnight Signed Paperwork to the Payee:

Charge my account (please refer to your Fee Schedule)

#### 6 ACKNOWLEDGMENT & SIGNATURE

I agree to release, indemnify, defend, and hold Pacific Premier Trust and its related entities (hereafter "Pacific Premier Trust") harmless for any claims arising out of this payment. This includes, but is not limited to, claims that this payment is not prudent, proper, legal, or diversified. I also understand and agree Pacific Premier Trust will not be required to take any action should the investment noted herein become subject to default, or loss due to fraud, insolvency, bankruptcy, or other court order or legal process. This payment is further subject to all terms and conditions of the account owner's Custodial Agreement within Pacific Premier Trust and all applicable State and Federal laws. I understand the prohibited transaction rules and I attest that this request does not cause a prohibited transaction.

NAME OF AUTHORIZING PARTY (PRINTED)

 AUTHORIZED PARTY SIGNATURE (REQUIRED)	DATE
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**NOTE:** The person signing this form must be an authorized party for the account on file with Pacific Premier Trust.

NON-DEPOSIT INVESTMENT PRODUCTS ARE NOT INSURED BY THE FDIC; ARE NOT DEPOSITS OR OTHER OBLIGATIONS OF, OR GUARANTEED BY, THE BANK OR ANY OF ITS DIVISIONS; AND ARE SUBJECT TO INVESTMENT RISKS, INCLUDING POSSIBLE LOSS OF THE PRINCIPAL AMOUNT INVESTED.

#### Upload forms to:

[www.PacificPremierTrust.com/upload](http://www.PacificPremierTrust.com/upload)

Fax to: 303-614-7032

#### Send mail to:

Pacific Premier Trust  
Processing Center  
P.O. Box 173859  
Denver, CO 80217-3859

#### For express deliveries:

Pacific Premier Trust  
Processing Center  
1560 Broadway, Suite 400  
Denver, CO 80202-3308

#### Questions?

Call 800-962-4238