

Processing Deposits to a New or Existing Account

Follow these steps to process a deposit into a new Interest Bearing Account (IBA) or an existing account.

- › Creating the Account with the Initial Deposit | [Page 1](#)
- › Depositing to an Existing Account | [Page 5](#)

IMPORTANT INFORMATION

IBA Bank is different than Trust Account Bank (i.e., Trust Account Bank = Wells Fargo, IBA Bank = City National)

- › To move funds from the Trust Account bank to the IBA bank, create an outgoing wire directly in WMA (a template may be created in WMA for these types of repetitive IBA transfers).

W9 Form

- › Verify that a contact has been created on the **Order Contacts** screen that matches the name on Line 1 of the W9; this is the Contact Code Accounting should use for the life of the IBA.
- › If the name on Line 1 of the W9 is different from the Buyer, Seller, etc., Escrow should have entered an **Other** Contact.
 - If Buyer name is ABC Buying Inc but Line 1 on the W9 shows as DEF Investors,
 - Verify Escrow created an **Other** Contact for DEF Investors. This contact code is used for the life of the IBA.
 - If not, do **not** open the IBA until Escrow adds the **Other** Contact for DEF Investors

Contact Codes

- › For Buyers – always use individual Codes (e.g., **B, B1, B2**, etc.); **do not use BA**
- › For Sellers – always use individual Codes (e.g., **S, S1, S2**, etc.); **do not use SA**
- › For Other Contacts – use the specific Code that matches the W9, Line 1 entry to open and close the IBA

Creating the Account with the Initial Deposit

1. Verify the **Ledger Total** reflects the amount of the deposit
2. Verify the funds have been moved to the **Apply towards > Unapplied** field for the corresponding funds receipted in by Escrow (refer to Escrow's job aid, [IBA – Requesting a new Account or Adding to an Existing Account](#)).

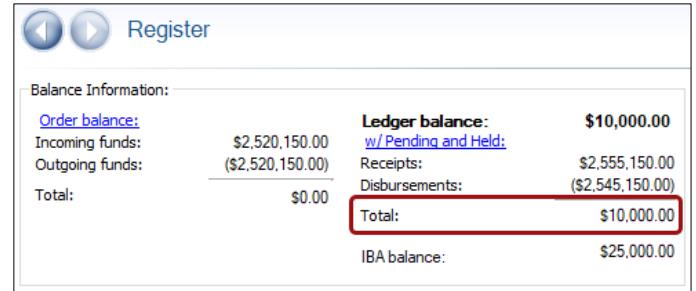
The IBA deposit amount appears in,

- › **ProTrust** in the **w/Held & Pending** field

Ledger information			
Ledger balance:	\$10,000.00	w/ Pending: \$10,000.00	w/ Held & Pending: \$10,000.00
Trust account:	XTraining	- Training Profiles only	IBA balance: \$25,000.00
Ledger ID:	XTR25-01059	Ledger type:	Order
Ledger comment:		3-way recon. type:	Guaranty
			Responsible pa
			Reminder date
			<input type="checkbox"/> Locked

Processing Deposits to a New or Existing Account


> **ProForm** in the **Ledger balance Total** field

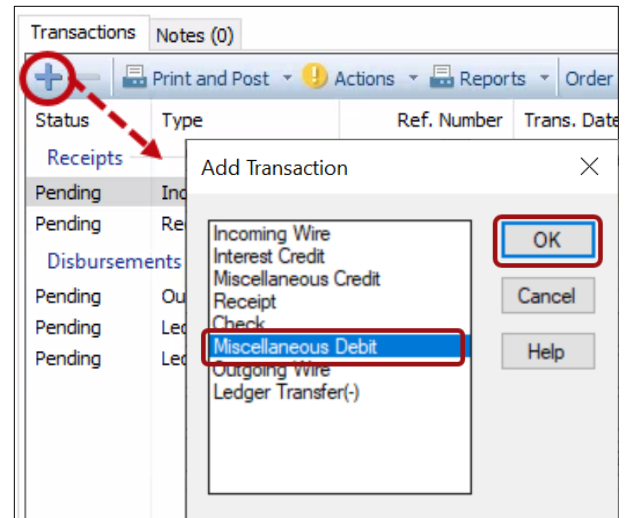


Balance Information:		Ledger balance: \$10,000.00	
Order balance:		w/ Pending and Held:	
Incoming funds:	\$2,520,150.00	Receipts:	\$2,555,150.00
Outgoing funds:	(\$2,520,150.00)	Disbursements:	(\$2,545,150.00)
Total:	\$0.00	Total:	\$10,000.00
		IBA balance:	\$25,000.00

From ProTrust,

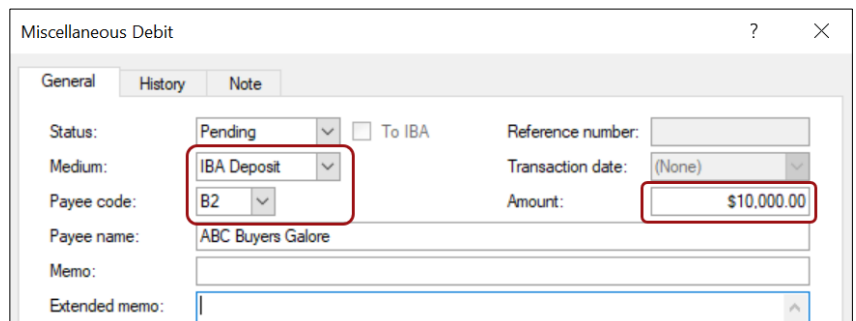
NOTE: This can also be done from the corresponding order in ProForm. The Total Ledger amount in the Register should match the deposit amount.

- In the Ledger, click the **Add Transaction**  icon
- Select **Miscellaneous Debit**; click **OK**



The 'Add Transaction' dialog box is shown with the 'Miscellaneous Debit' option selected in the list. The 'OK' button is highlighted with a red box.

- Enter/select the,
 - Medium = IBA Deposit**
 - Payee code = Account holder** (i.e., B, B2, S, S2, etc.); this code is used later during the Open IBA process
 - Amount**

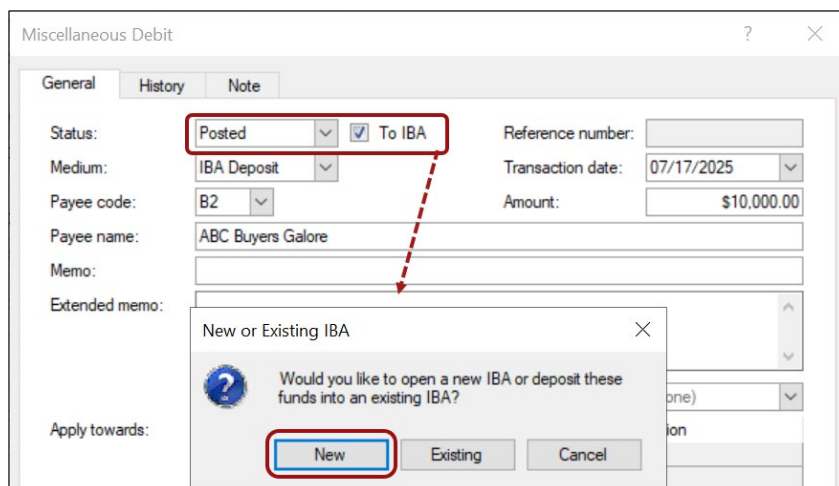


The 'Miscellaneous Debit' form is shown with the following fields highlighted with red boxes:

- Status: Pending
- Medium: IBA Deposit
- Payee code: B2
- Amount: \$10,000.00

Processing Deposits to a New or Existing Account

6. Change the **Status** to **Posted**
7. Check the **To IBA** check box
8. In the **New or Existing IBA** dialog box, click the **New** button



9. Select the Bank

- d) If known, enter the **Bank name exactly** as it appears in the database and press the **Tab** key

If the bank name does not match the database, an **Invalid bank name** error message is displayed.

-Or-

- e) Search for the Bank

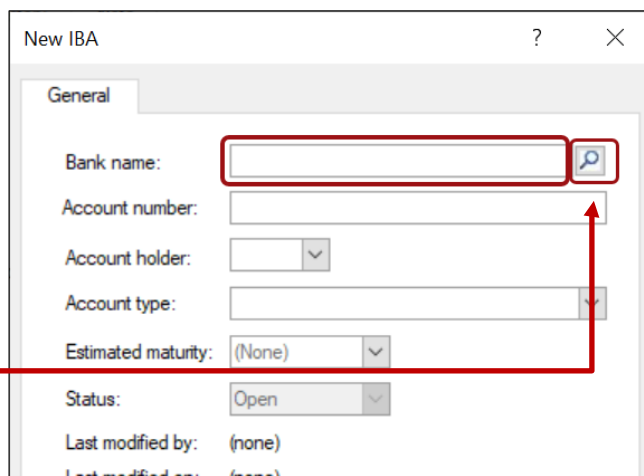
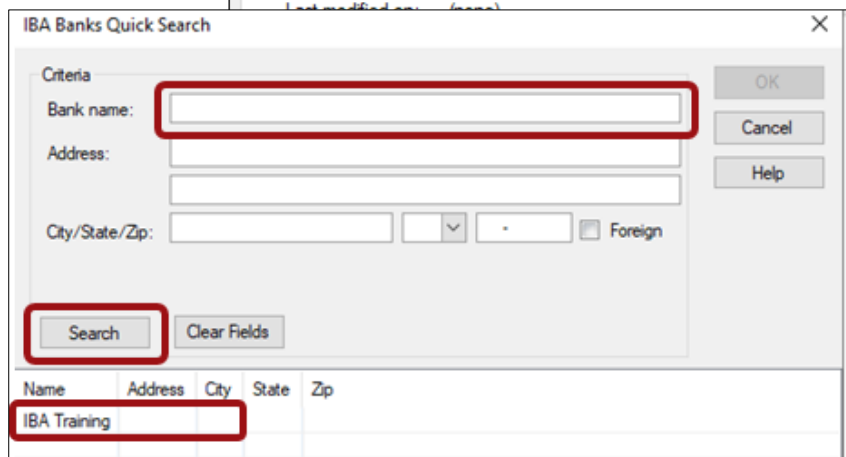
- a) Click the **Search**  icon

From the **Quick Search** window,

- b) Enter all or part of the **Bank name** if known

- c) Click the **Search** button; if the bank name is not entered, click **Yes** when prompted

- d) Double-click the bank you wish to use in the search list

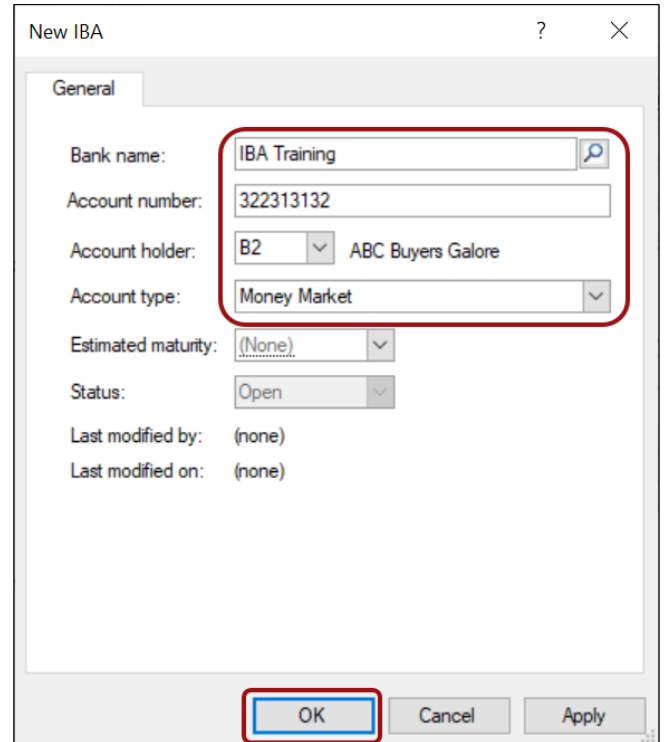
Name	Address	City	State	Zip
IBA Training				

Processing Deposits to a New or Existing Account

10. Complete the necessary information for the **New IBA**

- Account number**
- Account holder**; this must be the individual Contact Code entered in **step 5b**
- Account type**
- Estimated maturity**, if applicable

11. Click **OK**



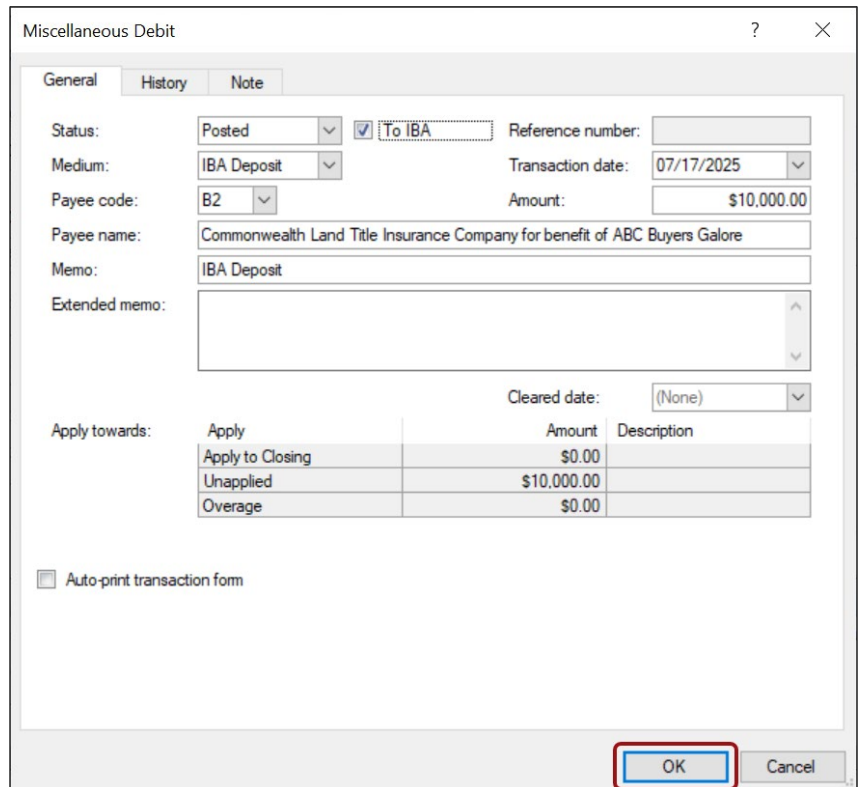
The 'New IBA' dialog box is shown with the 'General' tab selected. The fields are filled as follows:

- Bank name: IBA Training
- Account number: 322313132
- Account holder: B2 ABC Buyers Galore
- Account type: Money Market
- Estimated maturity: (None)
- Status: Open
- Last modified by: (none)
- Last modified on: (none)

The 'OK' button is highlighted with a red box.

The **Miscellaneous Debit** window is updated with the necessary information. The **Payee name** populates with **for the benefit of** language.

- Memo** field populates with **IBA Deposit**; update as needed
- Click the **OK** button



The 'Miscellaneous Debit' dialog box is shown with the 'General' tab selected. The fields are filled as follows:

- Status: Posted
- Medium: IBA Deposit
- Payee code: B2
- Payee name: Commonwealth Land Title Insurance Company for benefit of ABC Buyers Galore
- Memo: IBA Deposit
- Extended memo: (empty)
- Reference number: (empty)
- Transaction date: 07/17/2025
- Amount: \$10,000.00
- Cleared date: (None)

The 'Apply towards' section shows a table with the following data:

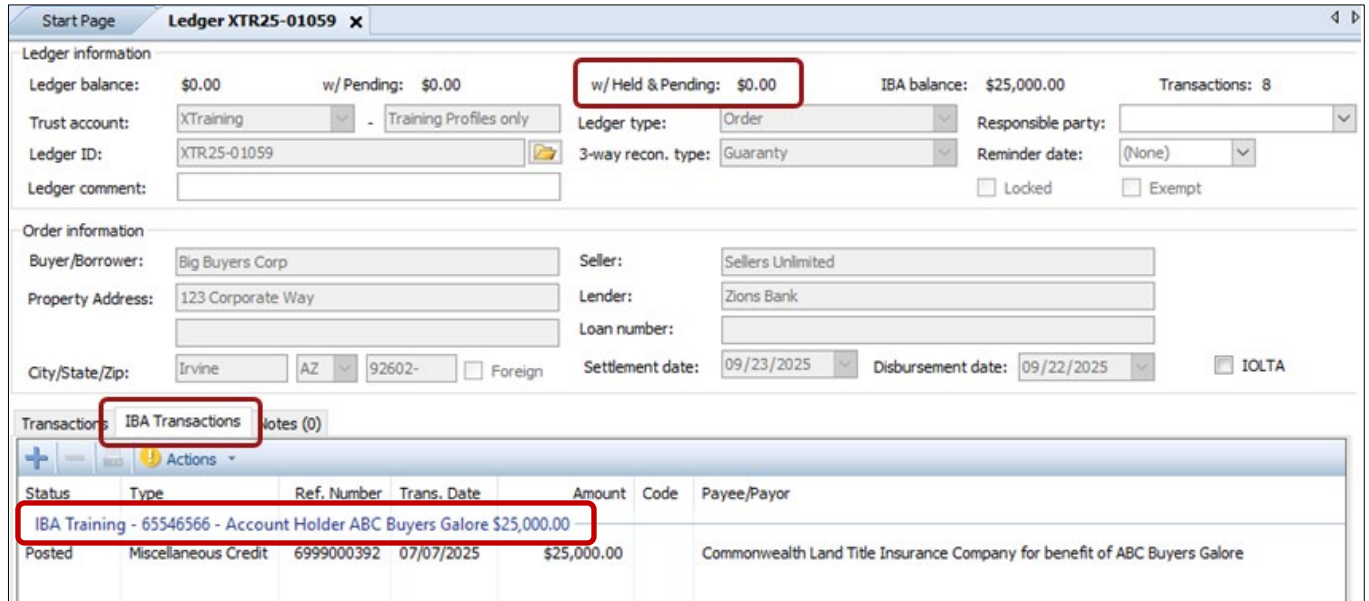
Apply	Amount	Description
Apply to Closing	\$0.00	
Unapplied	\$10,000.00	
Overage	\$0.00	

The 'Auto-print transaction form' checkbox is unchecked. The 'OK' button is highlighted with a red box.

Processing Deposits to a New or Existing Account

A new **IBA Transactions** tab is created.

14. Verify the account information and balance are displayed
15. Verify the **w/Held & Pending** amount shows **\$0.00**



Ledger XTR25-01059

Ledger information

Ledger balance: \$0.00 w/ Pending: \$0.00 **w/ Held & Pending: \$0.00** IBA balance: \$25,000.00 Transactions: 8

Trust account: XTraining - Training Profiles only Ledger type: Order Responsible party: (None)

Ledger ID: XTR25-01059 3-way recon. type: Guaranty Reminder date: (None)

Ledger comment: Locked Exempt

Order information

Buyer/Borrower: Big Buyers Corp Seller: Sellers Unlimited

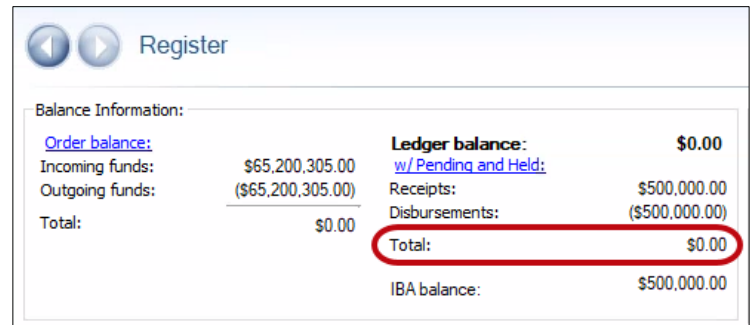
Property Address: 123 Corporate Way Lender: Zions Bank

City/State/Zip: Irvine AZ 92602- Foreign Loan number: Settlement date: 09/23/2025 Disbursement date: 09/22/2025 IOLTA

Transactions **IBA Transactions** Notes (0)

Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor
Posted	Miscellaneous Credit	6999000392	07/07/2025	\$25,000.00		Commonwealth Land Title Insurance Company for benefit of ABC Buyers Galore

In ProForm, the **Register** should also show **Total = \$0.00**.



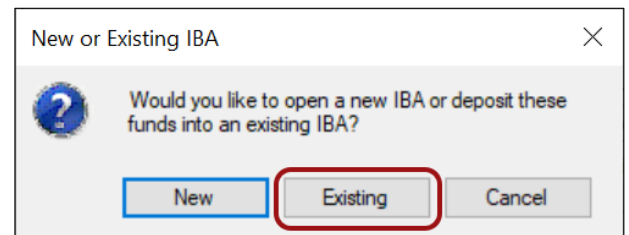
Register

Balance Information:

<u>Order balance:</u>		Ledger balance:	\$0.00
Incoming funds:	\$65,200,305.00	<u>w/ Pending and Held:</u>	
Outgoing funds:	(\$65,200,305.00)	Receipts:	\$500,000.00
Total:	\$0.00	Disbursements:	(\$500,000.00)
		Total:	\$0.00
		IBA balance:	\$500,000.00

Depositing to an Existing IBA Account

1. Complete **steps 1-7** above
2. In the **New or Existing IBA** dialog box, click the **Existing** button



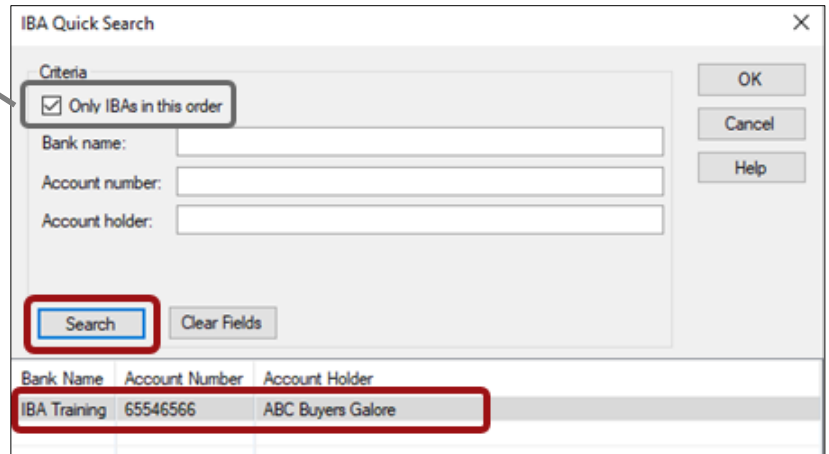
New or Existing IBA

Would you like to open a new IBA or deposit these funds into an existing IBA?

Processing Deposits to a New or Existing Account

The **IBA Quick Search** window opens. The **Only IBAs in this order** check box is defaulted to checked and eliminates the need to re-enter banking information.

3. Click the **Search** button
4. Double-click the existing IBA

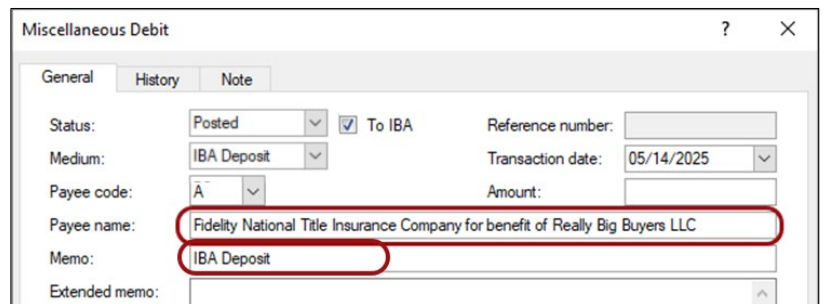


The IBA Quick Search window is shown. The 'Criteria' section has the 'Only IBAs in this order' checkbox checked. Below the criteria are input fields for 'Bank name:', 'Account number:', and 'Account holder:'. At the bottom, there is a 'Search' button (highlighted with a red box) and a 'Clear Fields' button. Below the buttons is a table with the following data:

Bank Name	Account Number	Account Holder
IBA Training	65546566	ABC Buyers Galore

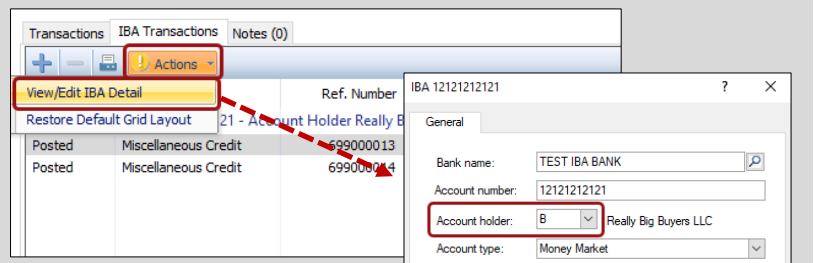
The existing IBA information populates the **Miscellaneous Debit** window. As with the initial deposit, the **Payee name** populates with **for the benefit of** language.

5. **Memo** field populates with **IBA Deposit**; update as needed
6. Click **OK**



The Miscellaneous Debit window is shown. The 'General' tab is active. The 'Status' is 'Posted' and 'To IBA' is checked. The 'Reference number' is empty. The 'Medium' is 'IBA Deposit'. The 'Transaction date' is '05/14/2025'. The 'Payee code' is 'A'. The 'Amount' is empty. The 'Payee name' is 'Fidelity National Title Insurance Company for benefit of Really Big Buyers LLC' (highlighted with a red box). The 'Memo' is 'IBA Deposit' (highlighted with a red box). The 'Extended memo' is empty.

NOTE: The **Account holder** code can be obtained from the **IBA Transactions** tab. Click **Actions > View/Edit IBA Detail** to view.



The IBA Transactions tab is shown. The 'Actions' menu is open, and 'View/Edit IBA Detail' is selected (highlighted with a red box). The 'IBA 121212121' window is shown. The 'General' tab is active. The 'Bank name' is 'TEST IBA BANK'. The 'Account number' is '121212121'. The 'Account holder' is 'B Really Big Buyers LLC' (highlighted with a red box). The 'Account type' is 'Money Market'.



The additional funds now show in the IBA Transaction tab.

Processing Deposits to a New or Existing Account

7. Verify the **w/Held & pending** amount = **\$0.00**

Ledger information Ledger balance: \$0.00 w/ Pending: \$0.00 w/ Held & Pending: \$0.00 IBA balance: \$35,000.00 Transactions: 11																													
Trust account: XTraining - (Training Profiles only) Ledger ID: XTR25-01099 Ledger comment:	Ledger type: Order 3-way recon. type: Guaranty Responsible party: Reminder date: (None) <input type="checkbox"/> Locked <input type="checkbox"/> Exempt																												
Order information Buyer/Borrower: Big Buyers Corp Seller: Sellers Unlimited Property Address: 123 Corporate Way Lender: Zions Bank City/State/Zip: Irvine AZ 92602- Foreign: <input type="checkbox"/> Loan number: Settlement date: 09/23/2025 Disbursement date: 09/22/2025 <input type="checkbox"/> IOLTA																													
Transactions IBA Transactions Notes (0)																													
<table border="1"> <thead> <tr> <th>Status</th> <th>Type</th> <th>Ref. Number</th> <th>Trans. Date</th> <th>Amount</th> <th>Code</th> <th>Payee/Payor</th> </tr> </thead> <tbody> <tr> <td colspan="7">IBA Training - 65546566 - Account Holder ABC Buyers Galore \$35,000.00</td> </tr> <tr> <td>Posted</td> <td>Miscellaneous Credit</td> <td>6999000392</td> <td>07/07/2025</td> <td>\$25,000.00</td> <td></td> <td>Commonwealth Land Title Insurance Company for benefit of ABC Buyers Galore</td> </tr> <tr> <td>Posted</td> <td>Miscellaneous Credit</td> <td>6999000395</td> <td>07/09/2025</td> <td>\$10,000.00</td> <td></td> <td>Commonwealth Land Title Insurance Company for benefit of ABC Buyers Galore</td> </tr> </tbody> </table>		Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor	IBA Training - 65546566 - Account Holder ABC Buyers Galore \$35,000.00							Posted	Miscellaneous Credit	6999000392	07/07/2025	\$25,000.00		Commonwealth Land Title Insurance Company for benefit of ABC Buyers Galore	Posted	Miscellaneous Credit	6999000395	07/09/2025	\$10,000.00		Commonwealth Land Title Insurance Company for benefit of ABC Buyers Galore
Status	Type	Ref. Number	Trans. Date	Amount	Code	Payee/Payor																							
IBA Training - 65546566 - Account Holder ABC Buyers Galore \$35,000.00																													
Posted	Miscellaneous Credit	6999000392	07/07/2025	\$25,000.00		Commonwealth Land Title Insurance Company for benefit of ABC Buyers Galore																							
Posted	Miscellaneous Credit	6999000395	07/09/2025	\$10,000.00		Commonwealth Land Title Insurance Company for benefit of ABC Buyers Galore																							

In ProForm, the **Register** should also show **Total = \$0.00**.

  Register	
Balance Information:	
<u>Order balance:</u> Incoming funds: \$2,520,150.00 Outgoing funds: (\$2,520,150.00) Total: \$0.00	Ledger balance: \$0.00 <u>w/ Pending and Held:</u> Receipts: \$2,555,150.00 Disbursements: (\$2,555,150.00) Total: \$0.00 IBA balance: \$35,000.00