



County of San Diego, Planning & Development Services
**TRUST ACCOUNT FUNDS TRANSFER
 REQUEST**
 SUPPORT SERVICES DIVISION

Please review the instructions for this form on the reverse side. If you have any questions regarding the completion of this form, please call: (858) 694-2320.

Financially Responsible Party:
 (FINRESP) _____

IMPORTANT: Transfers can only be completed between trust accounts with the same Customer Number (see below).

Customer #: _____

Email: _____

Work Phone: _____ Cell Phone: _____
(area code) (area code)

I request to transfer funds, from one project to another, in the amount of \$ _____

WITHDRAW FROM

Trust Account #: _____

County Project Manager: _____

DEPOSIT TO

Trust Account #: _____

County Project Manager: _____

Submitted by (Print Name): _____

Signature: _____ Date: _____

----- OFFICIAL USE ONLY -----

Date Received: _____

Date Processed: _____

Processed By: _____



County of San Diego, PDS, Support Services Division

Continued

INSTRUCTIONS

- FINRESP:** Enter the customer's name as is appears on the Trust Account Billing Statement. This is the Financially Responsible Party's name.
- Customer #:** Enter the 7-digit Customer Number located on the top left side of the Trust Account Billing Statement.
- IMPORTANT:*** *Transfers can **only** be completed between trust accounts with the same customer number.*
- Email:** Enter the customer's preferred email address.
- Phone #'s:** Enter daytime work and cell phone numbers. Please include area codes and any extension numbers.
- Amount of Transfer:** Indicate the amount of funds to be transferred between accounts.
- Trust Account #:** Enter the Trust Account number indicated on the top left of the Trust Account Billing Statement.
- Project Manager:** Enter the name of the County Project Manager assigned to the project.
- Submitted by:** Print name of person requesting transfer, sign and date.
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- Mail or Deliver to:** PLANNING & DEVELOPMENT SERVICES
TRUST ACCOUNT CUSTOMER SERVICE UNIT
5510 OVERLAND AVE STE 310
SAN DIEGO CA 92123-1239
- Or email to:** PDSDevDep@sdcounty.ca.gov