DEPARTMENT OF LIQUOR CONTROL

An Escrow Account is a deposit of funds to cover future purchases from the Department of Liquor Control. You draw against the deposit during the current month and will receive an itemized statement at the end of each month. The "total due" amount on your statement must be paid within two weeks of the statement date.

In order to establish an escrow account please complete the form below and forward a check made payable to Montgomery County, Maryland in the amount of your estimated 45 days purchases.

APPLICATION FOR ESCROW ACCOUNT

Account Name: _____ Account Number: _____

Delivery address: _____
_____

Billing address: _____
_____

Contact: _____ Phone: _____

Escrow Deposit: $_____

Example of escrow deposit calculation: If you estimate your weekly purchases to be $1,000, then the amount of your escrow deposit would be $6,000 ($1,000 x 6 weeks).

Please forward this form and a check made payable to Montgomery County, Maryland to
Department of Liquor Control, Escrow Accounting, 16650 Crabbs Branch Way, Rockville, MD 20855

Delivery Day: _____ _____
Beer/Kegs Liquor/Wine

Please note: When mailing payments other than your original escrow deposit, please reference the invoice number and date of purchases on the check or you may enclose a copy of the invoice as a reference. ***Copies of all invoices must be kept on the premises for a period of two years from the date of each purchase.*** Payment is due by the **15th** of the following month. It is your responsibility to keep copies of invoices. If you have any questions, please contact Fred Pridemore at **240-777-1912.**

We reserve the right to change your terms to COD, if you do not comply with our payment terms.

Signature _____ **Date:** _____
(I agree with the terms)