



Brian Van Bergen  
Yamhill County Clerk

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Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

**Memorandum**

To: Yamhill County Board of Commissioners  
From: Brian Van Bergen, Yamhill County Clerk  
CC: Laura Tschabold, Keri Hinton, Crystal Cox, Becky Weaver  
Date: June 8, 2017  
RE: Refund from client's Debit Account

Please consider authorizing the Clerk's office to refund the balance of a client's Debit Account.

A number of years ago, the Clerk's office established Debit Accounts for regular property recording customers. In most cases, these customers would deposit \$5,000 to \$20,000 into their accounts depending on the number of recordings they expected to make over the following weeks. The Clerk's office is not allowed to record a document without full payment at the time of recording so these Debit Accounts facilitated multiple recordings without having to issue a unique check for each transaction.

In September of 2013, our office began accepting property recordings electronically. This is commonly known as "e-Recording". One of the benefits to our customers is that these transactions occur using an ACH (Automated Clearing House) transaction (similar to a debit card transaction). An ACH transaction pulls the exact funds required from the customer's bank account and is deposited directly into our account, avoiding the need for a prepaid debit account in our office altogether.

Most of our recording customers have chosen to keep their Debit Accounts in case they need to file a recording the traditional way. One customer, Fidelity National Title, has since decided their debit account is not necessary as they have not used it in over 2 years. They have asked for a refund of the balance of their Debit Account.

Please consider refunding Fidelity's current Debit Account in the amount of \$7,393.00. Zeroing out the account but keeping it active. This would come out of account 010-015-119.15.

Please make the check payable to Fidelity National Title and forward to the County Clerk's office who will, in turn, forward it on to the appropriate Fidelity National title office.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Van Bergen".

Brian Van Bergen  
Yamhill County Clerk

Accepted by Yamhill County  
Board of Commissioners on

6-15-17 by Board Order  
# 17-211