

TRUST ACCOUNT RECONCILIATION FORM

Use this form when directed by the Department for trust account auditing purposes.

Once complete, this application and additional required documents should be submitted through our [Message Center](#) or [Licensee Login](#).

TRUST ACCOUNT IDENTIFICATION

Designated Broker Name:

Commissioner's Order/File Number:

Date:

Prepared by:

For Month of:

Bank Name:

Trust Bank Account Name:

Trust Bank Account Number:

PART I - BANK STATEMENT

Date of Bank Statement Balance:

End of Month Bank Statement Balance:

*Plus Deposits not yet Credited to Bank Statement¹

**Less Outstanding Checks and Withdrawals:

Reconciled Bank Balance:

Date of Bank Balance Reconciliation:

**Items deposited into the account but not yet reflected on the Bank Statement*

***Items charged to the account not yet reflected on the Bank Statement*

PART II - CHECK REGISTER OR JOURNAL OF RECEIPTS AND DISBURSEMENTS

Your Check Register Balance at End of Month:

¹ **Department Disclaimer:** Outstanding deposits are not considered accessible funds. The bank must confirm that funds have been cleared and are available. Consequently, these funds cannot be used for owner distribution, vendor payments, or other expenses.

PART III - MONIES HELD IN TRUST - TOTAL OF OWNER/TENANT LEDGERS OR SECURITY DEPOSITSOwner Ledger/Statement Balance (funds held for owners)²:

Tenant Security Deposits Balance:

Other Deposits Held:

Prepaid Rents:

Amount Other Funds in Account:

Explanation of Other Funds in Account:

Owner's Reserves / Sinking Fund:

Broker Funds Held in Trust Account:

Total of All Trust Monies (Owner's Funds & Reserve, Tenant Funds & Tenant Security Deposits):

PART IV - RECONCILIATION SUMMARY

(Parts I, II, & III should be reconciled on the same date to the same amount)

Amount of Difference (Variance) in Totals of Parts I & II:

Amount of Difference (Variance) in Totals of Parts I & III:

Explain Reason(s) for Any Variance between Part I & III:

Provide Details of any Corrective Actions Taken or Planned:

LICENSEE / RESPONDENT COMPLIANCE ACKNOWLEDGMENT

I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law and that such laws may be referenced at azleg.gov and azsos.gov.

I declare that the above statements are true. I agree to maintain the original signed form for 5 years.

Signature:

Date:

²**Department Disclaimer:** The Owner Ledger/Statement Balance (Funds Held for Owners) must represent the sum of all *positive* owner balances. Negative owner balances cannot be used to offset the account's liabilities to owners with positive balances.

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Notice to Applicant Pursuant to A.R.S. § 41-1093

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03. Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

Notice to Applicant Pursuant to A.R.S. § 41-1093.08

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.