

Benefits of an Escrow Account

- Allows user to “drop” business transactions/title work
- Decreases transaction time
- Allows Adams County Motor Vehicle to have multiple clerks work on transactions at different computers
- No more rejections for incorrect amounts on pre-written checks
- Easy auditing and verification within your finance department—account holders can request balance and transaction history at any time
- No waiting for refund checks to be mailed—any approved funds are credited directly back to the account
- No fees to open, fund, or maintain and no balance requirements
- Funds can be added to the account in person, over the phone, or via mail
- You’re in control of the balance
- Funds are available immediately after being deposited

What is an Escrow Account?

It is an exclusive, prepaid account created for your business that is used to fund your Adams County Motor Vehicle business needs.



ADAMS COUNTY
COLORADO

Adams County Clerk & Recorder

7190 Colorado Blvd., Ste. 150

Commerce City, CO 80601

720.523.6010 | adcogov.org

Monday, Tuesday, Thursday, and Friday

8 a.m. - 4 p.m.

Wednesday

8:30 a.m. - 4 p.m.

ADAMS COUNTY COLORADO
CLERK & RECORDER JOSH ZYGIELBAUM

MOTOR VEHICLE OFFICES

Guide to Escrow Accounts



CLERK & RECORDER

The Clerk & Recorder's Office exists to support and educate our community through prioritizing trust, inclusion, accuracy, and continuous improvement.

A More Efficient Way

In 2018, all Colorado Motor Vehicle Offices underwent a complete software conversion. Because of this, there are some exciting changes we want to share with you!

Prior to the software conversion, we had options to create quotes for customers who needed to request funds from corporate offices.

We also had a limited number of “revolving accounts” in which we could process transactions and wait for payment until the account was approved and funded by the companies/dealers.

Utilizing any of these options often resulted in multiple visits to one of our offices. All those time-consuming methods went out with the old software.

Your time is valuable and there is a more efficient way! Escrow accounts are the way to go.

How does my company use an escrow account?

Simply let the clerk you’re working with know that your company has an escrow account and we’ll take it from there. No need to memorize anything—we’ll locate that number for your company each time you visit.

How Do I Open an Escrow Account?

Escrow accounts are incredibly fast and easy to open. A representative from your business can call 720.523.6010, come into one of our Motor Vehicle locations (see next panel), or download and complete the “Request to Open, Refund and/or Cease an Escrow Account” form, available at adcogov.org/dealer-company-information, and email it to MVHub@adcogov.org.

We only need basic information such as:

- Business name
- Address
- Fleet number (if applicable)
- Contact information for account holder/manager

Deposits can be made with cash, paper check, e-check, or credit cards. Credit card payments are subject to a \$0.75 transaction fee, plus a 2.25% service charge. These fees are passed on to our credit card merchant.

Customers utilizing the e-check option will need the checking account name, account number, and routing number available. E-check payments are charged an additional \$1 above the amount of the escrow deposit.

Paper checks can be made payable to Adams County Clerk.

Ready to Open an Escrow Account?

Call or visit any of our convenient locations and speak to one of our awesome customer service representatives to start or fund your account today!

Aurora

3499 Chambers Rd.
Aurora, CO 80011

Bennett

355 S. First St.
Bennett, CO 80102

Brighton

4430 S. Adams County Pkwy., Ste. E2001
Brighton, CO 80601

Commerce City

7190 Colorado Blvd.
General Public Lobby: Suite 100
Commercial and Dealer Hub: Suite 150
Commerce City, CO 80022

North Pecos

12200 Pecos St.
Westminster, CO 80234

Westminster

8452 Federal Blvd.
Westminster, CO 80031