Schedule New Remittance Event	Setup Initial Remittance Event(NEW Standing Instruction)	Yes	Letter of Instruction signed by client, signature verified call-back sheet or stamp	Verify client ID if it"s linked to the account, and check if that ID is valid. Also to check the dates according to the frequency mentioned in the ticket. Check the accuracy with instruction given in the attachment.	Phone call and Email not acceptable. If fax Call back is required in all instances regardless of amount. Note : On the Trust Acc -If DB is trustee then no documents are required.
Schedule Remittance Maintenance	Delete, Modify Remittance Event	Yes	Letter of Instruction signed by client, signature verified	Check Event number if mentioned on the Case is linked to the Account	Original or Fax with callback is acceptable.
	Add/Change/Delete Payee				

For internal use only