Statement Add Recipients	To Add and Delete Recipient	Yes	Letter of Instruction signed by client, signature verified	TAG should Check if the event number is valid and linked to that account. See if Client ID is valid .Check the group code for that account.	On the Trust Account - If DB is trustee then no documents are required

Basic Policies and Procedures to be followed :.

1. **Status E- Banned** : i). To accept Fax with call back or Original letter in Banking accounts, Metavante should be updated with E-Status on account details. For original it is not required. TAG can approve without E-Status only for Escrow accounts starting with "84" .

ii) Status E for Banking Accounts; If Status E is not there then we will reject the case or creator can take one time approval from either Halina Laczny, Kathryn J Stanfield, Lillian Torres or Yvette Tirrito and TAG will add the account number in the Status E banned report . If one time approval is already provided then second time approval would be given only by SPG team and there would be no third approval.

iii)Also for KOZAK account E-Status is not required, KOZAK account can be verified with file available.

2. **Standing Instruction** - TAG verifies two standing Instruction and for SI attachment is not required:

1 SI in DB Force - For Standing Instruction updated in DB Force, TAG only verifies that the Account has specified SI available and updated in DB Force for the particular month.

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