

From: [Sorensen, Rebecca - DOT](#)
To: [DOT DL READS](#); [Brud, Jamie L - DOT](#); [Bradley, Peter - DOT](#); "Sue Kiel"; "Ariana Krubsack"; ["cschroeder@becherhoppe.com"](#); "Darrin J. LeBrun"; ["jeff@compasslandconsultants.com"](#); ["tgagner@correinc.com"](#); [Smieja, Andy](#); ["peter@gmiesbauer.com"](#); ["jeffrey.marx@hdrinc.com"](#); ["bsteinhauer@msa-ps.com"](#); ["phil.roberts@omni.com"](#); ["steve@single-source-inc.com"](#); ["dave@tsland.org"](#); ["beth@tva-llc.com"](#)
Subject: STAR-READS payments - some clarification
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Hi Everyone,

I've noticed there's some confusion about the Payment Message line and the Payee 1 & 2 lines in our new READS payment request screen, and here's my attempt to clear up the confusion.

Payment Message: The purpose of this line is to tell the payee why they're receiving the check. The highway name and county is typically sufficient, but you can get as descriptive as you want. When an acquisition or relocation check is going to a business, it's also helpful to add something like "Attention: Joe Schmo" either in the Payee 2 line or in the Mailing Address 1 line if you've been communicating with a specific individual at the business.

Payee 1 and Payee 2: When the property owner name(s) won't fit in the Payee 1 line, you can also use the Payee 2 line. If you click the  symbol at the end of each payee line, you'll be able to type and delete text manually. Abbreviate, drop punctuation, drop middle initials as appropriate. See examples below.

TRUST: Jeff R. Fuller, as Trustee of the Richard and Joanna Fuller Irrevocable Trust, dated 8/4/2000 and a Life Estate Interest of Richard F. Fuller and Joanna R. Fuller, husband and wife

Payee 1: Jeff R Fuller and

Payee 2: Richard F and Joanna R Fuller

OR

Payee 1: Jeff R Fuller Trustee and Richard F and

Payee 2: Joanna R Fuller Irrev Trust dated 8/4/00

OR

Other reasonable options

HUSBAND-WIFE: Peter M. Paczkowski and Christine M. Paczkowski

Payee 1: Peter M Paczkowski and

Payee 2: Christine M Paczkowski

MULTIPLE NAMES: Bugs B. Bunny, Elmer E. Fudd, Penelope P. Pitstop, George G. Jetson and Jane J. Jetson

Payee 1: George & Jane Jetson & Bugs Bunny &

Payee 2: Elmer Fudd & Penelope Pitstop

Other options for multiple names:

- Separate check to each party (parties must agree on allocation)
- One check payable to clerk of courts
- Hire title company to disburse funds: one check payable to title company, plus additional check for title company's service fee (incidental payment, payable to title co.)

READS User Group members: *Please forward this message to READS payment users in your region.*

Consultants: *Please forward this message to your staff who submit READS payment requests.*

Thank you!

Becky Sorensen

Financial Specialist

DTSD/BTS/Real Estate

Room 501 Hill Farms, Madison

(608)267-3856