New Account Checklist

1. Documents

Completed and signed original Trust Agreement
Settlement Agreement & Release
Qualified Assignment(s) (if applicable)
Copy of Court Order & Petition (if applicable)
Copy of Letters of Guardianship/Conservatorship (if applicable)

2. Forms

New Account Worksheet
Form W-9

3. Proof of Identification - A minimum of one Primary ID and one Secondary ID is required to open account.

Examples of Primary ID (one of the following)

- Copy of Driver's License
- Copy of State ID
- Copy of Military ID
- Copy of Passport
- Copy of Birth Certificate

Examples of Secondary ID (one of the following)

- Copy of Social Security Card
- Credit Card
- County ID
- Employment Photo ID
- Insurance Card
- Medicare/Medicaid Card

4. Other Documentation

Copy of annuity quote (if applicable)
Copy of life care plan (if available)
Copy of most recent Summary of Government Benefits letter
Annuity Direct Depost Form (if applicable)
The Medicare Set Aside Allocation Report (if applicable)

Please provide the required information as early as possible. Account(s) must be approved by the trust acceptance committe before the trust can be established.

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