

APPLICATION PROCEDURES

The Trust Application is a legal document that drives the process of producing a trust. It is imperative that the application is correct. Please adhere to the following Application Procedures going forward:

- a) If the application is handwritten, it should be legible using black ink. We spend a lot of time trying to decipher your client's handwriting. If typed, uppercase and lower case is preferable.
- b) The "Trust Name" should **not** contain the clients surname, the word "business" , "beneficial", "Family", "Charitable" or the letters LLC.
- c) Make sure that your client understands what a trustee is vs. what is a compliance overseer. If you are unsure, please read the Description of the Parties to a trust (attached).
- d) Make sure the client understands about adding a spouse as co-trustee or co-compliance overseer. If there are co-trustee's, please ensure your client is aware there can only be one trustee for EIN purposes, however all other documents will reflect co-trustee's.
- e) Since the driver's license is the primary form of identification when opening a bank account, their name should match their driver's license.
- f) Beneficiary names should also have the appropriate middle name or middle initial. Also, check to make sure the trustee has not listed themselves as a beneficiary.
- g) Page 1 of the application asks for the County, not Country.
- h) The settlor/grantor must provide their social security # in order to obtain the Trust EIN. The settlor's name must match their social security card exactly. Please make us aware if a name is double-barreled. If it is a beneficial trust, we need their settlor's ss#. If it is a business trust, we need the trustee's ss# because the trustee is the settlor/grantor of a business trust.
- i) Page 4 of the application should contain the clients email address and phone number. We need the phone # for obtaining the EIN.
- j) Page 4 of the application should have the date of when the client would like their trust dated.
- k) The application(s) must be signed and initialed on page 4 before being submitted to us.
- l) Please make sure your client is aware that when the EIN is obtained, the words "The" and "A" are automatically eliminated. Also, let them know the EIN does not allow for any punctuation except for a hyphen. This may affect their decision of a trust name.
- m) When emailing the application to us, please let us know if your client should be addressed as Dr./Mr./Mrs./Ms. in all communication as we have no way to know this. Also, if your client has a name that isn't easily recognized as male or female, please let us know.

Please submit all applications as a PDF, never as a jpeg or a picture.