

TRUST FUNDING CASE PREPARATION GUIDE

For Self-Funding Packets:

PBO's goal in the partnership with your office is to form a relationship that is as seamless as possible and eliminates the frustration of wasted time and energy. Our Self-Funding Packets offer a cost-effective alternative to our full funding services allowing you to provide your client with customized funding documents (based on your funding directions) along with detailed instructions to aid the client in completing his/her own funding.

These packets are also a great time-saving resource for offices wanting to keep the funding process "in-house". Let PBO gather the forms and instructions, prepare the letters of instruction, and provide a cover letter with detailed information on signatures and information needed from the clients. You may incorporate these items into your established funding process, eliminating hours of research and document creation for your funding coordinator. Here's how our self-funding option works:

1. **Data, Data, Data-** The single most important role of the law office is to provide good data about the trustmakers, their assets, their Trusts and their funding actions. Copies of account statements, premium notices, cover sheets of insurance policies or any other form of documentation that accurately identifies the ownership, the company information with phone numbers, addresses, and when possible a contact person.

We have found that the law offices most successful in obtaining good documentation are those where, early and often, the attorney stresses the importance of the trustmakers' active cooperation to ensure that complete and accurate information is provided.

2. **Send us hard copies of everything we'll need:**

- The asset documentation

- A copy of your intake form or intake form provided (for names, addresses, dates of birth, etc.)

- An Affidavit or Certification of Trust

- **Your Instructions-** We work for you. Give us clear instructions about funding actions.

The simplest method is to write your instructions right on the account statement or other asset documentation the action you want us to take. For example, "to wife's trust", "to joint trust", "trust primary, spouse contingent" or "retitle to husband's trust- spouse primary, trust contingent". Or, include your own funding table, if applicable.

3. **The process-**

- We'll email you a funding table within 24 hours of receiving your package. The funding table will list all of the assets you want us to fund. It will display the current owner, the new owner, and the new beneficiaries. Please email approval or any changes which need to be made.

- You will generally receive the funding document set 3-4 weeks after approval.

- Have the client sign and submit all the funding documents. **Important:** Make sure the client reads and carefully follows the instructions for signature, as well as other actions needed, PBO provides on its cover letter.

- Either the client or law office will be responsible for obtaining the confirmations of all changes. PBO will customize the client's letters of instruction to indicate where confirmations should be mailed (client's home address or the law office address).

SUBMITTING A CASE

Cases may be submitted via mail to:

PBO Solutions, LLC
PO Box 340
North Scituate, RI 02857

Overnight address:

175 Danielson Pike #340
North Scituate, RI 02857

Or email:

funding@pbosolutions.com

Self-Funding Client Packet Fees

\$350 – up to 8 funding actions¹

\$550 – 9 to 14 funding actions¹

\$650 – 15 to 20 funding actions¹

More than 20 actions-call for pricing

¹ Funding actions with the same current owner, within the same institution and having the same ownership or beneficiary changes are counted as one action

LAW OFFICE CONTACT INFORMATION SHEET

ATTORNEY

AND/OR

FIRM NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

EMAIL: _____

PHONE: _____

FAX: _____