

Required Documents

Please provide the following documents. If a document is not applicable, please write n/a to the left of the item.

All documentation must be sent with signed joinder in order for the trust set-up to be complete.

☺ Required for all pooled trusts

- Injured or disabled person's birth certificate or State photo ID or drivers license and Social Security Card.
- ☺ State photo ID or drivers license of person signing joinder agreement and person named as beneficiary advocate
- Proof of citizenship
- Proof of relationship for parent or grandparent
- Life Care Plan if applicable
- Economic Plan if applicable
- Settlement statement and agreement
- ☺ Documentation of injury and/or disability
- ☺ Documentation for Medicare
- ☺ Documentation for Medicaid
- ☺ Documentation for SSI
- Order appointing guardian-ad-litem
- Final complaint
- Court order approving settlement/recovery
- Government agency approval
- Court order authorizing use of trust and transfer of funds
- Documents for legal representative's authority to act
- Durable power of attorney
- Letters of Guardianship
- Applicable court order

Pooled Trust Application Instructions

- ⇒ **Check individual if the trust is being funded with the beneficiary's money**
- ⇒ **Check Third-Party if the trust is being funded with someone else's money.**

Who is establishing the trust:

- ⇒ **Check the person that will be signing the documents. If someone with power-of-attorney is signing please check disabled individual.**
- ⇒ **Is the Beneficiary a minor or incapacitated?**
- ⇒ **If the beneficiary is not a minor and can sign their own documents then check no.**

Grantor:

- ⇒ **Refers to the Beneficiary on whose behalf a contribution has been made to the Beneficiary's Individual Benefit Account. For the purposes of the Trust, a Beneficiary is considered to be the Grantor for all purposes and either name (Beneficiary or Grantor) may sometime be used interchangeably. The Beneficiary is considered to be the Grantor even though the contribution is made on the Beneficiary's behalf by a Beneficiary's parent, a Beneficiary's grandparent, a Beneficiary's guardian, or by a court regardless of the source.**

Parent/Grandparent

- ⇒ **Only applicable if the parent or grandparent is living and they are active in the beneficiary's life.**

Is there a Guardian?

- ⇒ **If a guardian has been appointed or is in the process of being appointed, please provide their information**

Is there a court involved?

- ⇒ **If there is a guardian or the court is establishing the trust, please provide that information.**

What is being used to fund the trust:

- ⇒ **Select lump sum if there is no structured settlement or annuity that will be funding the trust.**
- ⇒ **If a house is to be sold to fund trust, please put in the approximate value and in the terms line, state that the funds are coming from the sale of the house.**
- ⇒ **If a lump sum is to be followed by a structured settlement and/or annuity, please check both lump sum and structured settlement and fill in each blank appropriately.**
- ⇒ **The broker section is only to be filled out if a structured settlement and/or an annuity is being used to fund the trust, not a realtor if a house or some other property is being sold.**

Source of funds contributed:

- ⇒ Please mark all that apply. Some lump sum contributions may be funded from a variety of sources such as life insurance policies, savings and investments, personal injury settlement, etc.

Who will be the beneficiary Advocate:

- ⇒ **Beneficiary Advocate** - Person named in the Joinder Agreement with whom the Trustee is authorized to communicate and to obtain advice or instructions with regard to a Beneficiary's interests. The Beneficiary
- ⇒ Advocate can also be the Beneficiary himself or herself or the Beneficiary's Legal Representative.
- ⇒ **Contingent Beneficiary** – Refers to the persons who will succeed a final beneficiary if he/she passes prior to the trust beneficiary's death. It may be per capita, per stirpes, or some other arrangement.

Beneficiary's Impairment or disability

- ⇒ **Diagnosis – Refers to the nature or cause of the disability or injury**
- ⇒ **Prognosis – Predictor as to the recovery from an illness or injury**

What are the beneficiary's current benefits:

- ⇒ **If the beneficiary is in the process of applying for benefits please mark pending in that benefits section.**
- ⇒ **Documentation must be provided for any benefits listed.**

Distribution of Remainder

- ⇒ **Select 100% if there are no final beneficiaries or the beneficiary would like all monies to be retained by the trustee. There will be no Medicaid pay back.**
- ⇒ **If the beneficiary has final beneficiaries that they would like to leave any remaining money to, please select**

Distribution to Final Beneficiaries if 100% not retained by the trustee.

- ⇒ **Trust remainder share is the percentage left to the trust.**
- ⇒ **Upon death of the beneficiary, the trust will retain the amount listed. Medicaid will then require a pay back.**
- ⇒ **Any monies left in the trust after the Medicaid pay back will be disbursed to final beneficiaries.**
- ⇒ **Final Beneficiaries distributions should equal 100%.**

Disbursements from the IBA:

- ⇒ **This is an estimate of what needs the beneficiary will need. It does not have to be exhaustive and if items are**
- ⇒ **left out they will still be paid for. This is merely a guide to let us know what type of activity we will expect and if**
- ⇒ **there are any immediate needs that should be taken care of.**