
GENERAL INSTRUCTIONS **FOR USE OF SELF-FUNDING TOOLKIT**

Your Self-Funding Toolkit CD has template letters and documents which you should customize to request the account custodians to transfer your assets to your Trust. The places in the templates that require customization by you have been designated with a '**RED**' font, which you should change to '**BLACK**' before printing the documents for signature.

1. Bank Account Title/Ownership Change

This letter can be used when you go to the bank to have the title/ownership of your savings or checking account changed to your Trust. After you prepare the letter **you must take it to the bank in person** because new signature cards must be prepared. Remember to take a copy of your Notarized Certificate of Trust with you to the bank.

NOTE: If you have automatic deposit/withdrawal or other accounts linked to the bank account, you must ask a bank representative what additional action will be required.

2. Brokerage Account Title/Ownership Change

Before sending this Letter of Instruction and Authorization, contact the institution or your representative to obtain any special **New Trust Account Change of Ownership Forms** or **Trustee Certification Forms** that need to be filled out and submitted with the funding request. Some of these Forms may require that your signatures be notarized or Medallion Guaranteed, and some institutions require that you open a new account in the name of your Trust. Certain institutions may also need copies of specific pages/sections from your Trust. This documentation can either be copied directly from the Trust or printed-out from the CD located at the front of your Estate Planning Binder. If you have not yet received your Binder, please contact Feakes Associates to obtain this documentation. Finally, you should find out whether/how much the institution might charge you for the account change.

3. Life Insurance Policy Change of Beneficiary Designation

Unless there are unusual circumstances, the sole beneficiary of your life insurance policy should be your Living Trust. Before sending this Letter of Instruction and Authorization to the insurance company or your Agent, contact the institution or your Agent to obtain any special **Change of Beneficiary Forms** that need to be filled out and submitted with the letter.

4. Employer and Non-Employer Retirement Account Change of Beneficiary Designation Letters

Before sending this Letter of Instruction and Authorization to the financial institution or

your employer, contact the institution, your financial planning representative, or your human resources representative to obtain any special **Change of Beneficiary Forms** which need to be filled out and submitted with the funding request. * ***Please note that for many retirement accounts through an employer, you can simply change the primary/contingent beneficiary designations on-line.***

If there are no unusual circumstances, the following beneficiary designation rules generally apply: (A) If you own a retirement account and are married, the Primary Beneficiary should be your spouse or life partner and the Contingent Beneficiary should be your Trust. (B) If you are not married, the Trust should be the sole, Primary Beneficiary. These guidelines apply when your children are minors. If, however, your children are adults, then you can make them the contingent or primary beneficiaries (if you wish).

5. 529/Custodial Account Request to Add Successor Owner/Participant

Before sending this Letter of Instruction and Authorization to the financial institution, contact the institution or your financial planning representative and find out if your particular custodial account plan allows adding the Trustee of your Trust as a Successor Owner/Participant and whether there are any Forms to fill out and submit with the request.

6. Corporation and Stock Certificate Title/Ownership Change

This Letter of Instruction and Stock Power and Assignment Separate from Certificate need to be prepared and sent to the person who has custody of the corporate books. You need to make sure that the books of the company are changed and that new stock certificates are issued (if applicable). The original signed documents or copies should be kept in your Estate Planning Binder.

If you have Stock Certificates that need to be re-issued, you will need to follow the instructions on the back of the original certificates and return them to the corporation to be re-issued to your Trust.

NOTE: *Signed original Stock Certificates are negotiable instruments, and you should only return them to the company via Registered Certified Mail.* You should also consider designating an independent custodian for safe keeping of any original stock certificates.

7. **Assignment of LLC or Limited Partnership Interest**

Funding requests involving an interest in a limited liability company or partnership need to be customized based on the terms and conditions for the transfer or assignment of such interests set forth in the LLC's Operating Agreement or Partnership Agreement. The request must be sent to all Members or Partners who need to sign the Approval/Consent to the Assignment, and you need to make sure that the books of the company are changed. The original signed documents or copies should be kept in your Estate Planning Binder.

8. **Assignment of Promissory Note and Notification to Debtor**

This type of funding request can be used to fund promissory notes. The original Assignment should be kept in your Estate Planning Binder behind the "Trust Asset" tab, and a copy of the Assignment should be sent to the Debtor with the Notification Letter.

NOTE: If the promissory note is secured by real property, then you should obtain additional assistance from a professional to determine whether and how the Assignment should be recorded with the Registry of Deeds.

DISCLAIMER: PLEASE BE ADVISED THAT THE ABOVE FUNDING INSTRUCTIONS AND TEMPLATES HAVE BEEN PREPARED FOR YOUR USE AS 'GENERAL' TRUST FUNDING GUIDELINES ONLY. THESE GUIDELINES DO NOT AND ARE NOT INTENDED TO APPLY TO THE FUNDING OF EACH AND EVERY ASSET THAT CAN OR SHOULD BE FUNDED TO A TRUST. PLEASE CALL US (1) IF YOU HAVE ANY QUESTIONS, (2) TO CONFIRM THAT YOUR TRUST IS PROPERLY FUNDED, AND (3) FOR PERIODIC REVIEWS OF THE FUNDING OF YOUR TRUST.