

LIST OF DOCUMENTS NEEDED FOR FUNDING

PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS (UNLESS ORIGINALS ARE REQUESTED):

- Recorded deeds for real property (including condominiums and time shares) owned by you, wherever located. If unable to locate the recorded deed, a copy of the title insurance will suffice.
- Recorded mortgages or promissory notes and deeds of trust encumbering real property that is owned by you.
- Recent statement for each of your accounts, including checking, savings, money market, credit union, certificates of deposit, safe deposit box, investment, mutual funds and dividend reinvestments.
- Copies of publicly traded securities held in certificate form.
- Promissory notes, recorded or unrecorded mortgages, deeds of trust or financing statements owned or held by you.
- Shareholder agreements, original stock certificates and corporate books for closely-held businesses and professional associations.
- Partnership agreements to any general or limited partnerships in which you are a partner as well as any other document indicating your partnership interest.
- Operating agreement to any limited liability company in which you are a member as well as any other document indicating your membership interest.
- Complete list of assets for any sole proprietorships owned by you.
- Contracts for college tuition and savings programs.
- Membership certificates with assignable value such as country club memberships.
- Trust agreements for trusts in which you have a current beneficiary interest.
- Life insurance policies and any other policies with a death benefit. Be sure to include any life insurance policies provided by your employer.
- Contracts and most recent statements for annuities.
- Statements and information for pension plans, IRAs, Keoghs, 401(k) plans, annuities, deferred compensation and the like.

NOTE:

- ✓ If you own any publicly traded stock in certificate form, we cannot help you transfer those certificates to your Trust. We strongly advise that you deposit those certificates into a brokerage account that we will help transfer.
- ✓ If you own any United States Savings Bonds, we cannot help you transfer those to your Trust.
- ✓ If you own any interest in Time Shares, we cannot help you transfer those to your Trust.
- ✓ If you own any Certificates of Deposits, we cannot help you transfer those to your Trust.
- ✓ If you own any UTMA or 529 accounts on behalf of a minor, we cannot help you transfer those to your Trust.
- ✓ If you own any Membership certificates with assignable value such as country club memberships, we cannot help you transfer those to your Trust.

