Checklist for Clients:

FOR PLAN:

- ☐ **Source Document Check List**
- ☐ **Contact Information Form**
- ☐ **Client Profile (Please fill out as thoroughly as possible)**
- ☐ **Consent to Release (PHI) Form – Signed by beneficiary**
- ☐ **PLAN of AZ Fee Agreement Acknowledgement - signed by trustor(s)**
- ☐ **Recent Photo of Client**
- ☐ **Letter of Intent***
- ☐ **Copy of the provisions in your Will or Family Trust directing funds to the Special Needs Trust for the benefit of (fbo) your child/family member.**
- ☐ **List of assets that will fund the SNT**
- ☐ **Check for Trust Enrollment Fee made out to:**
  ***PLAN of Arizona* for the amount of: $ 1,500.00**
- ☐ **Check to establish Trust Account made out to (if funding now):**
  PLAN of Arizona SNT FBO (client's name)
  For the amount of: $ (minimum of $5,000)

FOR FIB&T

- ☐ **W-9 filled out by both the trustor(s) and beneficiary**
- ☐ **Copy of driver's license or state ID card for trustor(s) and beneficiary**
- ☐ **FIB&T Investment Objective Questionnaire – Filled out and signed by trustor(s)**
- ☐ **FIB&T Fee Agreement Acknowledgement - signed by trustor(s)**
- ☐ **Shareholder Communications Act Authorization - signed by trustor(s)**

***A letter of Intent tells us what your wishes are for the future for your child. Please include any of the following information; your wishes for your child, your child's wishes, their likes and dislikes, things only family members know that we should know, their daily schedules, activities they would like to try, and any other information your willing to share that will help us better serve and understand your child.**

Example: One of our clients is very fond of holidays. So, every holiday we make a special effort to send him a card or call him wishing him well.