



## INCOME-ONLY TRUST ITEMS NEEDED LIST

**Prior to the signing appointment, please fax or scan/email the following information to our firm. If information already provided, move to next item on list.**

1. Customer's date of birth, Social Security number, mother's maiden name, Medicare claim number (on Medicare card usually)
2. Customer's living arrangement (facility name, full address, phone number)
3. Customer's Power of Attorney document
  - a. If the Power of Attorney document is only valid upon disability, copies of the letter(s) from Customer's medical provider proving he/she is incapacitated.
4. If applicable: Customer's guardianship and/or conservatorship paperwork
5. Valid identification - These can only be faxed if the fax system you use gives you the option of sending a picture; otherwise the IDs come through black. If you cannot scan/email or send as a picture please bring the IDs with you to the appointment. Valid ID is required for the notary.
  - a. Valid ID for Customer
  - b. Valid ID for the Trustee
6. Trustee's full address, contact numbers, and email address
7. Each Successor Trustee's full address, contact numbers, and email address
  - a. If naming more than one Successor Trustee, tell us if you want them to serve one right after the other OR if you want them to act at the same time.
8. Verification of all sources of the gross monthly income that Customer receives
  - a. Customer's 2018 Social Security Award letter (the one received in December 2017 which states the amount he/she will receive in year 2018)
  - b. Customer's 2017 Social Security 1099R form used for tax purposes
  - c. Customer's most recent monthly pension/s statement/s (current month/year)
  - d. Customers 2017 1099R/s from the pension company/ies
9. Check/s and/or check stub/s for any monthly income not direct deposited
10. Bank statements where Customer's income is directly deposited (all pages of the last two statements received from each account) and/or a printout of the account history for the past two months
11. Billing statements or invoices for Customer's health insurance premiums (employer-sponsored, Medicare insurance related, prescription drug coverage, vision, dental, hearing)
12. If health insurance premium billing statements not available, send copies of cards (both sides) and anything you have that could verify the company name, address, policy number, and premium – even if from a previous year.





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[www.altcsplanning.net](http://www.altcsplanning.net) | [www.incomeonlytrust.com](http://www.incomeonlytrust.com) | [www.cam-edp.com](http://www.cam-edp.com) | [www.cam-soc.com](http://www.cam-soc.com)

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*Your One-Stop Resource for Long Term Care Planning!*

**Please remember to bring the following items to the signing appointment:**

1. Anything in the list above NOT sent before the appointment
2. Valid ID for Customer
3. Valid ID for the Trustee
4. Checkbook/s **AND** blank check/s from accounts where Customer's income is currently deposited – these are the ones that will be used to fund the trust (see below for other options)
  - a. If using checks from an account at a different bank than the IOT account bank, this may cause a 7-DAY HOLD ON THE DEPOSIT. If you do not want a hold on the deposit ...
    - i. Cash withdrawal/s of exact income amount/s
    - ii. Cashier's check/s or money order/s of exact income amount/s
5. IF APPLICABLE: Check, cash, or credit card to cover remaining fee payable to Montgomery & Associates, Inc., which is now doing business as ALTCSPlanning.net.

**IF Customer is married ...**

1. Verification of the gross monthly income that the Spouse receives:
  - a. Spouse's 2018 Social Security Award letter (the one received in December 2017 which states the amount he/she will receive in year 2018)
  - b. Spouse's 2017 1099R form from Social Security used for tax purposes
  - c. Spouse's most recent other pension/s statement/s and/or the 2017 1099R from the pension company/ies
2. Verification of the household expenses for the spouse (current month):
  - a. Mortgage statement
  - b. Rental agreement or rent invoice
  - c. Utility bill for heating/cooling
  - d. Homeowner's association dues
  - e. Homeowner's insurance bill OR renter's insurance bill
  - f. Property tax bill for home spouse lives in

