



---

# Commonwealth Trust Company

“an independent Trust Company”

---

We would like to make sure that you are aware of the following:

1. **Real Property.** Commonwealth Trust Company will not serve as Trustee of a trust that owns any real property. However, we can serve as Trustee of a trust that owns an interest in an entity (e.g., a limited liability company) that owns real property.
2. **Closely Held Entities.** If the trust will acquire (by purchase, gift or otherwise) an interest in a closely held entity:
  - a. If the entity is a limited liability company or a partnership, we require a copy of the LLC Operating Agreement or the Partnership Agreement and any amendments thereto.
  - b. If the entity is a corporation, we require a copy of (i) the formation document (Articles of Incorporation or equivalent) and any amendments thereto and (ii) any Shareholders' Agreement (including any buy-sell agreement) and any amendments thereto.
3. **Asset Protection Trusts.** If the trust is an asset protection trust (generally, any trust where the contributor is a current or future beneficiary except for a revocable trust), we perform enhanced due diligence.
  - a. We may limit the amount of property we will accept as contributions to the trust. In general, we will not accept assets valued at more than one-third of the proposed contributor's net worth (certain assets, such as retirement plans and tenancy-by-the-entireties property, are excluded from the calculations).
  - b. We require a copy of a solvency letter from each person who would like to contribute assets to the trust, as well as a statement of such person's assets and liabilities.
    - i. The copy of the solvency letter must be dated, signed, and notarized and must be addressed to the attorney of the proposed contributor. The date of the solvency letter must be no more than 30 days prior to the date we execute the trust agreement.
    - ii. The statement of assets and liabilities must (1) be dated no more than six months prior to the date we execute the trust agreement; (2) clearly indicate how assets are owned if they are not owned solely by the proposed contributor (e.g., as tenants by the entireties); and (3) clearly indicate whether liabilities are individual or joint liabilities.
4. **Additional Requirements.** Additional requirements are set forth in our Client Packet. One of our Trust Administrators will send you our Client Packet if you do not already have it. We also require that certain provisions be included in the governing instrument of the trust. We will provide those provisions upon request.



# COMMONWEALTH TRUST COMPANY

*An Independent Delaware Trust Company*

*"Turning the Delaware Advantage into Your Advantage Since 1931"*

29 Bancroft Mills Road 2<sup>nd</sup> Floor

Wilmington, DE 19806

Phone (302) 658-7214 Fax (302) 658-7219

[www.comtrst.com](http://www.comtrst.com) [ctc@comtrst.com](mailto:ctc@comtrst.com)

Dear Client:

Thank you for choosing Commonwealth Trust Company ("CTC") to serve as your trustee. You will find all of the paperwork which will need to be completed prior to CTC's execution of your trust on our website. Below is a checklist of the documentation required and a brief explanation of each:

- Account Profile** - to be signed by the grantor and any co-trustees. This form contains basic information about your trust as well as the relevant contact and vital statistics about you, your beneficiaries, co-fiduciaries and others of your advisors. We ask that you enter all information requested.

Included in this form is a list of the documents that we require for the purpose of Patriot Act compliance. For your information, identity verification checks will be run on all grantors and co-trustees.

Please also note the following:

- a. **Fiduciary income tax returns** – as our duties typically include the preparation or arrangement for the preparation of the trust's income tax returns, we require that we prepare them; however, in an effort to provide you with maximum flexibility, we can make special arrangements for the tax returns to be prepared by an outside CPA. This does require prior approval from us. Please initial the bottom of page 1 on the Account Profile form to indicate that you are aware of our policy.
  - b. **Privacy policy** – our privacy policy is attached to the Account Profile form. Please review the same and initial the bottom of page 1 to indicate that you have done so.
- Biography** – we request that you submit a brief statement which provides us with information about you, including your personal and business history. This is intended to be an informal statement written by you or one of your advisors.
  - Proxy Letter/IA Letter** – this is to be signed by the individual responsible for investment decisions under your trust agreement, typically the Investment advisor. This letter simply directs CTC not to forward annual statements or proxy notices received by the trustee to the individual responsible for investments under your trust agreement. This will help to minimize the related trust expenses as this information is typically sent directly to your Investment Advisor. While this document is less important where the trust will be solely holding closely held business interests, we ask that one be signed so that should thus investment situation change in the future, this document will already be on file.



# COMMONWEALTH TRUST COMPANY

*An Independent Delaware Trust Company*

*"Turning the Delaware Advantage into Your Advantage Since 1931"*

29 Bancroft Mills Road 2<sup>nd</sup> Floor

Wilmington, DE 19806

Phone (302) 658-7214 Fax (302) 658-7219

[www.comtrst.com](http://www.comtrst.com) [ctc@comtrst.com](mailto:ctc@comtrst.com)

- Business Agreements** - if you are intending to place any closely held business interests in the trust, we will need a copy of the related operating agreements, partnership agreements and/or buy/sell agreements for our review prior to the trust's investment in that entity. This review is not for the purpose of reviewing the soundness of the investment as that is the responsibility of the Investment Advisor, but, is to ensure that there is nothing within either the trust or the business' governing documents which precludes the trust from making the investment.

In addition if the trust is **self-settled** (i.e. you are a potential beneficiary of the trust), we also require the following:

- Solvency Letter** – please use the form found on our website. This document is intended to assist us in our solvency analysis;
- Financial Statement** – we will need your current financial (dated within the last 6 months) listing all of your assets and liabilities, with specific information as to the ownership of each asset as well (i.e. owned individually or jointly with another person such as you spouse); and
- Personal income tax returns** – we also request copies of your personal income tax returns for the most recent two years.

In addition to our documentation requests, we also require that both our setup and first year's annual fee be paid at the time that trust is executed by CTC. If you would like to wire these funds rather than payment via a check, we would be happy to provide you with wiring instructions.

Again, thank you for choosing CTC as your trustee. Should you need any help with completing these forms, please feel free to contact us.

Sincerely,

*Commonwealth Trust Company*



# COMMONWEALTH TRUST COMPANY

An Independent Delaware Trust Company

*"Turning the Delaware Advantage into Your Advantage Since 1931"*

29 Bancroft Mills Road 2<sup>nd</sup> Floor

Wilmington, DE 19806

Phone (302) 658-7214 Fax (302) 658-7219

[www.comtrst.com](http://www.comtrst.com) [ctc@comtrst.com](mailto:ctc@comtrst.com)

## **General Guidelines for Documentation that Commonwealth Trust Company Needs:**

### **Trust Setup:**

1. Documentation from Grantors:

- Account Profile (completed and signed)
- Copy Driver's License or Passport<sup>1</sup>
- Brief biography
- Gift tax valuation, if applicable
- Copy of the grantor's gift tax return when available, if applicable
- In rare cases*, we may need to request follow-up identity information required where there is an inconsistency found in our identity verification process (Lexis Nexis check)

Additional information required with self-settled trusts:

- Two previous years income tax returns of the grantor
- Recent financial statement (within the last 6 months) clearly indicating the ownership of each asset/liability (i.e. jointly held, individually held)
- Solvency letter

2. Documentation from Co-Trustees:

- Account Profile (completed and signed)
- Copy of Driver's License or Passport<sup>2</sup>

3. Trust Documents:

- E-mail of a Word version of the trust document for internal use in running comparisons for ease of review
- Original trust document, executed by the grantor and any co-trustees (to be held in our offices with the records of the trust)
- Ancillary documents (i.e. if the trust requires the initial Investment Advisor to sign a separate acceptance of their position)
- Information regarding the assets which will be funding the trust (*see Investment Transactions below*)

---

<sup>1</sup> Note: if a passport is used or if the grantor's address has changed, we will also need a copy of a utility bill to verify the grantor's address.

<sup>2</sup> Note: if a passport is used or if the co-trustee's address has changed, we will also need a copy of a utility bill to verify the co-trustee's address.



# COMMONWEALTH TRUST COMPANY

*An Independent Delaware Trust Company*

*"Turning the Delaware Advantage into Your Advantage Since 1931"*

29 Bancroft Mills Road 2<sup>nd</sup> Floor

Wilmington, DE 19806

Phone (302) 658-7214 Fax (302) 658-7219

[www.comtrst.com](http://www.comtrst.com) [ctc@comtrst.com](mailto:ctc@comtrst.com)

4. Fee payment (both setup and the first year's annual fee)
5. Transfer Trusts:
  - Accountings for the current and prior year
  - Trust income tax returns for the three most recent years

## Investment Transactions:

1. Direction Letter (as reviewed by CTC for completeness)
2. Copy of governing documents for closely held entities (to be reviewed *prior* to the transaction)
  - Copy of any Limited Partnership Agreement or Operating Agreement in which the Trust will be investing<sup>3</sup>
  - Copy of Articles of Incorporation and any Buy/Sell Agreements for any Privately held Corporation in which the Trust will be investing<sup>4</sup>
3. Subscription Documentation for any funds in which the trust will be investing – where applicable (to be reviewed *prior* to the transaction)<sup>5</sup>
4. Account opening documents
  - Checking/savings/money market accounts – with an election made to permit the trustee online access to the account
  - Investment accounts – forms should be completely filled out as to the trust's investment strategy by the Investment Advisor and election made to permit the trustee online access to the account

---

<sup>3</sup> Note: these documents will be reviewed not for the soundness of the investment as that is the responsibility of the Investment Advisor, but, instead to ensure that (1) there is nothing which precludes the trust from making the investment, (2) that the trust is not required to take on any management responsibilities under the governing document, (3) whether or not there are representations and/or warranties which the trustee is being asked to make which will need to be addressed in the direction letter, (4) whether or not the trustee is asked to grant powers of attorney or indemnifications within the documents which need to be addressed in the direction letter, (5) what the trust's liabilities consist of under the agreement and (6) what the capital call requirements of the trust consist of under the governing document.

<sup>4</sup> See note #3.

<sup>5</sup> See note #4.



# COMMONWEALTH TRUST COMPANY

*An Independent Delaware Trust Company*

*"Turning the Delaware Advantage into Your Advantage Since 1931"*

29 Bancroft Mills Road 2<sup>nd</sup> Floor

Wilmington, DE 19806

Phone (302) 658-7214 Fax (302) 658-7219

[www.comtrst.com](http://www.comtrst.com) [ctc@comtrst.com](mailto:ctc@comtrst.com)

5. ALL DOCUMENTS SHOULD INCLUDE THE FOLLOWING LANGUAGE ABOVE CTC'S SIGNATURE:

*Commonwealth Trust Company, acting solely in its capacity as Trustee of the \_\_\_\_\_ Trust, and not in its individual capacity*

6. ALL REFERENCES TO THE INDEMNIFICATION OF ANY ENTITY OR MANAGER THEREOF SHOULD INCLUDE THE FOLLOWING CLARIFICATION:

*For the avoidance of doubt, Commonwealth Trust Company shall have no liability in its individual capacity hereunder and any recovery or indemnification provided by the Trust shall be satisfied solely from the assets of the Trust and not from the Trustee's individual assets*

### **Distribution Requests:**

1. A request letter from the beneficiary requesting the distribution, stating the reason for the request, the specific amount being requested, and any specific wiring instructions. If the request is for the payment of a specific bill or reimbursement thereof, we will need a copy of the bill.
2. Where there is a Distribution Advisor or other advisor whose consent or direction is required under the trust agreement, we will need a written direction or consent from that individual prior to making any requested distribution.
3. Where notice requirements must be met, distributions will need to be placed on hold following the expiration of the time period required in the trust agreement. For instance, if the grantor must be informed prior to any distribution, with a 30 day waiting period, etc.
4. Once all documentation requests have been made, the distribution will be made as soon as funds are made available.



# COMMONWEALTH TRUST COMPANY

An Independent Delaware Trust Company

*"Turning the Delaware Advantage into Your Advantage Since 1931"*

29 Bancroft Mills Road 2<sup>nd</sup> Floor

Wilmington, DE 19806

Phone (302) 658-7214 Fax (302) 658-7219

[www.comtrst.com](http://www.comtrst.com) [ctc@comtrst.com](mailto:ctc@comtrst.com)

## ACCOUNT PROFILE

NAME OF TRUST:

### GRANTOR INFORMATION

Name  SSN  Date of Birth

Address

City  State  Zip Code

Country  Country of Citizenship

**If not a US citizen, please indicate if you are NRA?**

**Please indicate if you have a Green card**

**If yes, do you still hold it?**  Yes  No

**If you have surrendered it, please give surrender date:**

Telephone  Fax  Cell

E-mail

Driver's License or Passport #  State Issued  Country Issued

**Number of years at current address. (If less than 5 years, please provide previous address)**

Address

City  State  Zip Code

Marital Status  Single  Married  Divorced  Widowed Grantor's Spouse

**Is Grantor related to or a close associate of a senior political figure\***  Yes  No

**Is Grantor a senior political figure?\***  Yes  No **If yes, who?**

**Is Grantor currently involved in any litigation? If so, please explain:**  Yes  No  N/A

**OCCUPATION** Title  Firm

Address

City  State  Zip Code

\* A senior official in the executive, legislature, administrative, military or judicial branches of a foreign government (whether elected or not), a senior official of a major foreign political party, or a senior executive of a foreign government-owned corporation. A senior foreign political figure includes a corporation, business or other entity that has been formed by, or for the benefit of, a senior political figure.

**CO-TRUSTEE (if any)** Co-Trustee **MUST** sign page 6 and also attach required documentation.

Name	<input type="text"/>	SSN	<input type="text"/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Country	<input type="text"/>	Country of Citizenship	<input type="text"/>		
<b>If not a US citizen, please indicate if you are NRA?</b> <input type="radio"/>					
Telephone	<input type="text"/>	Fax	<input type="text"/>	Cell	<input type="text"/>
E-mail	<input type="text"/>	Relationship to Grantor:	<input type="text"/>		
Driver's License or Passport #	<input type="text"/>	State Issued	<input type="text"/>	Country Issued	<input type="text"/>
<b>Is Co-trustee related to or a close associate of a senior political figure*</b> <input type="radio"/> Yes <input type="radio"/> No					
<b>Is Co-trustee a senior political figure?*</b> <input type="radio"/> Yes <input type="radio"/> No <b>If yes, who?</b> <input type="text"/>					
<b>OCCUPATION</b>	Title	<input type="text"/>	Firm	<input type="text"/>	
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>

<b>TAX REQUIREMENTS</b>	Who is responsible for Crummey notices? (check one)
EIN of trust to be obtained by: (check one)	<input type="radio"/> Attorney
<input type="radio"/> Attorney	<input type="radio"/> Certified Public Accountant
<input type="radio"/> Commonwealth Trust Company	<input type="radio"/> Commonwealth Trust Company
<input type="radio"/> None required (using Grantor's social security number)	<input type="radio"/> N/A
<input type="radio"/> None-Foreign Trust	Completed Gift:
Is trust to be (check one)	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> US Trust <input type="radio"/> Foreign Trust	<b>ANTICIPATED FUNDING OF TRUST</b>
Income Tax Status (check one)	Asset Type: <input type="text"/>
<input type="radio"/> Grantor Trust <input type="radio"/> Non-Grantor Trust	Value: <input type="text"/>
	Source of Funding: <input type="text"/>

\* A senior official in the executive, legislature, administrative, military or judicial branches of a foreign government (whether elected or not), a senior official of a major foreign political party, or a senior executive of a foreign government-owned corporation. A senior foreign political figure includes a corporation, business or other entity that has been formed by, or for the benefit of, a senior political figure.

**CURRENT and LIVING BENEFICIARIES** (attach additional sheets as necessary)

Name	<input type="text"/>	SSN	<input type="text"/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Country	<input type="text"/>	Country of Citizenship	<input type="text"/>		
<b>If not a US citizen, please indicate if you are NRA?</b> <input type="radio"/>			<b>Please indicate if you have a Green card</b> <input type="radio"/>		
<b>If yes, do you still hold it?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>If you have surrendered it, please give surrender date:</b> <input type="text"/>		
Telephone	<input type="text"/>	Cell	<input type="text"/>		
E-mail	<input type="text"/>	Relationship to Grantor	<input type="text"/>		

Name	<input type="text"/>	SSN	<input type="text"/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Country	<input type="text"/>	Country of Citizenship	<input type="text"/>		
<b>If not a US citizen, please indicate if you are NRA?</b> <input type="radio"/>			<b>Please indicate if you have a Green card</b> <input type="radio"/>		
<b>If yes, do you still hold it?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>If you have surrendered it, please give surrender date:</b> <input type="text"/>		
Telephone	<input type="text"/>	Cell	<input type="text"/>		
E-mail	<input type="text"/>	Relationship to Grantor	<input type="text"/>		

Name	<input type="text"/>	SSN	<input type="text"/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Country	<input type="text"/>	Country of Citizenship	<input type="text"/>		
<b>If not a US citizen, please indicate if you are NRA?</b> <input type="radio"/>			<b>Please indicate if you have a Green card</b> <input type="radio"/>		
<b>If yes, do you still hold it?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>If you have surrendered it, please give surrender date:</b> <input type="text"/>		
Telephone	<input type="text"/>	Cell	<input type="text"/>		
E-mail	<input type="text"/>	Relationship to Grantor	<input type="text"/>		

ADVISORS (Or persons responsible for related decisions under the Trust document).  
If no Distribution Advisor or Trust Protector is named, please leave those sections blank.

<b>INVESTMENT ADVISOR</b>	<input type="text"/>				
If IA is an entity, please list the name of the "Authorized Representative"					
Authorized Representative	<input type="text"/>	SSN	<input type="text"/>	Date of Birth	<input type="text"/>
Address <input type="text"/>					
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Country	<input type="text"/>		Country of Citizenship	<input type="text"/>	
<i>If not a US citizen, please indicate if you are NRA?</i> <input type="radio"/>					
Telephone	<input type="text"/>	Cell	<input type="text"/>	E-mail	<input type="text"/>

<b>TRUST PROTECTOR*</b>	<input type="text"/>	SSN	<input type="text"/>	Date of Birth	<input type="text"/>
Address <input type="text"/>					
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Country	<input type="text"/>		Country of Citizenship	<input type="text"/>	
<i>If not a US citizen, please indicate if you are NRA?</i> <input type="radio"/>					
Telephone	<input type="text"/>	Cell	<input type="text"/>	E-mail	<input type="text"/>

<b>DISTRIBUTION ADVISOR *</b>	<input type="text"/>				
Address <input type="text"/>					
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Country	<input type="text"/>		Country of Citizenship	<input type="text"/>	
<i>If not a US citizen, please indicate if you are NRA?</i> <input type="radio"/>					
Telephone	<input type="text"/>	Cell	<input type="text"/>	E-mail	<input type="text"/>

\*Please note that in all instances, Commonwealth Trust Company requires that the trust have an Investment Advisor to direct the Trustee as to investment decisions, however, the use of a Distribution Advisor or Trust Protector is optional and you should consult with your trust and estate attorney to determine whether or not the inclusion of one or more advisors would be beneficial to your particular situation.

**ATTORNEY**

Firm Name

Address

City

State

Zip Code

Telephone

E-mail

**ACCOUNTANT \*\***

Firm Name

Address

City

State

Zip Code

Telephone

E-mail

\*\* Please include name and contact information for your accountant only if prior arrangements have been made with Commonwealth Trust Company to have the trust's income tax returns completed by your accountants. An Engagement letter between Commonwealth Trust Company and the named accountant is required.

**TRUSTEE FEES**

Payment of trust fees must be made contemporaneously with execution of trust (unless other fee arrangements have been made).

Fees paid by:  Check (*attached*)  Wire

Please select the appropriate box. I would like to have the invoice for the trust's fees sent by:

Electronic Mail  First Class Mail  Both

Please indicate the billing address:  Grantor's home address  Grantor's e-mail address

If you would like the invoice or a copy of the invoice to be sent to another address, please indicate.

Invoice  Copy  Mailing address  E-mail

Name

Address

City

State

Zip Code

Country

E-mail

**PATRIOT ACT COMPLIANCE  
IDENTITY VERIFICATION**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

We are required by law to attempt to match the information provided by you against lists issued by various governmental agencies to confirm that you are not a known or suspected terrorist or in any way affiliated with a known or suspected terrorist group.

For asset protection trusts, we conduct additional verification regarding the background of the Grantor to ensure that there are no bankruptcies, criminal charges, etc. Additional fees may be incurred for these verifications

*By completing this profile, I hereby certify that the information is accurate and complete (both that contained herein and on the original Account Profile as attached hereto) and that I understand verifications will be made in compliance with the USA Patriot Act, and I hereby consent to those verifications and I hereby consent to paying the costs of those verifications.  
PLEASE ACKNOWLEDGE THE FOLLOWING BY INITIALING EACH SENTENCE.*

I further certify that:

\_\_\_\_\_ My Taxpayer Identification Number ("TIN") is correct;

\_\_\_\_\_ The Taxpayer Identification Number ("TIN") for the beneficiaries named are correct;

\_\_\_\_\_ I am not subject to backup withholding due to failure to report interest and dividend income;  
and

\_\_\_\_\_ I am a U.S. person (including a U.S. resident alien): or, if I am not a U.S. person that I will provide a completed W-8BEN.

\_\_\_\_\_ I understand that unless prior approval has been obtained from Commonwealth Trust Company, Commonwealth Trust Company will prepare, or arrange for the preparation of, all income tax returns on behalf of the trust. This service is not part of Commonwealth Trust Company's annual trustee fees and will be billed separately based upon the complexity of the returns and the amount of time required preparing the same.

\_\_\_\_\_ I hereby acknowledge that I have received the Privacy Policy of Commonwealth Trust Company.

**FOR TRANSFER TRUST ONLY:**

\_\_\_\_\_ I hereby certify that as of the signing date of this document the trust is not currently involved in any type of litigation.

\_\_\_\_\_  
GRANTOR'S SIGNATURE

\_\_\_\_\_  
DATE

**PATRIOT ACT COMPLIANCE  
IDENTITY VERIFICATION**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

We are required by law to attempt to match the information provided by you against lists issued by various governmental agencies to confirm that you are not a known or suspected terrorist or in any way affiliated with a known or suspected terrorist group.

For asset protection trusts, we conduct additional verification regarding the background of the Grantor to ensure that there are no bankruptcies, criminal charges, etc. Additional fees may be incurred for these verifications.

*By completing this profile, I hereby certify that the information is accurate and complete (both that contained herein and on the original Account Profile as attached hereto) and that I understand verifications will be made in compliance with the USA Patriot Act, and I hereby consent to those verifications and I hereby consent to paying the costs of those verifications.*

*PLEASE ACKNOWLEDGE THE FOLLOWING BY INITIALING EACH SENTENCE.*

I further certify that:

\_\_\_\_\_ My Taxpayer Identification Number ("TIN") is correct;

\_\_\_\_\_ I am not subject to backup withholding due to failure to report interest and dividend income;  
and

\_\_\_\_\_ I am a U.S. person (including a U.S. resident alien): or, if I am not a U.S. person that I will provide a completed W-8BEN.

\_\_\_\_\_ I hereby acknowledge that I have received the Privacy Policy of Commonwealth Trust Company.

\_\_\_\_\_  
CO-TRUSTEE'S SIGNATURE

\_\_\_\_\_  
DATE

**FINAL CHECKLIST** - Please verify that you have enclosed the required documents by checking off the information below. If any of the following documents are not attached, Commonwealth Trust Company may be delayed in its ability to execute the trust or related documents.

**Please ensure that all information on copies of License/Passport is clear and readable.**

#### DOCUMENTATION REQUIREMENTS FROM GRANTORS FOR ALL TRUSTS

- Account Profile (completed & signed)
- Copy of License/Passport (only one required) \*
- Brief Biography
- Gift tax valuation (if applicable)
- Copy of gift tax returns when available (if applicable)
- Copy of LLC or LP Agreement or Corporate Shareholder Agreement (if these types of interest are funding the trust)

**All forms of ID must have a valid address.**

**\* If Passport is used, a secondary identification will be required for address verification.**

#### DOCUMENTATION REQUIREMENTS FROM CO-TRUSTEES FOR ALL TRUSTS

- Account Profile (Co-Trustee section and signature page only)
- Copy of License/Passport (only one required) \*
- Copy of Utility Bill, Social Security Card or Birth Certificate (if required)

#### PROCEDURES FOR ALL TRUSTS

- Commonwealth Trust Company's name and address as Trustee on all assets
- Commonwealth Trust Company maintains original trust
- List of assets contributed to trust and value on schedule attached to trust

#### ADDITIONAL INFORMATION REQUIRED FOR SELF-SETTLED AND ASSET PROTECTION TRUSTS

- Two previous years income tax returns of Grantor
- Recent financial statement of Grantor (within the last 6 months)
- Solvency letter signed by the Grantor

#### REQUIREMENT FOR SUCCESSOR TRUSTEE ONLY

- A current year-to-date accounting of the trust and an accounting for the prior year
- Last 3 years of the Trust income tax returns

Cynthia Brown, President  
Commonwealth Trust Company  
29 Bancroft Mills Road 2<sup>nd</sup> Floor  
Wilmington, Delaware 19806

Re: \_\_\_\_\_ Trust

Dear Ms. Brown:

As Investment Advisor [or co-trustee responsible for investments], I am aware that Commonwealth Trust Company has no responsibility for investments for the above-referenced trust. I hereby state that Commonwealth Trust Company should not forward to my attention copies of any materials sent by companies, in which the above-referenced trust holds an interest, including but not limited to: proxies, prospectuses, quarterly reports, semi-annual, annual reports, privacy notices, notices regarding election of directors, or any other information regarding the investments. I will ensure that I will receive information I deem relevant directly from the companies in which the trust holds investments. I will advise you in writing in the event that voting or any other action must be taken.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Investment Advisor

## SAMPLE BIOGRAPHY

John Doe

Mr. Doe was born in Philadelphia, PA on January 1, 1964. He graduated with a BA in English from Haverford College in Haverford, PA in May 1986.

After college he went to work for Kraft Foods Corporation in Sales/Marketing in Philadelphia and New York. In 1991, he left and went to work on the floor of the New York Stock Exchange for Prestige Securities (his family's trading firm). In 1995 he moved to Maine and established an investment advisory firm, Mill Pond Advisors.

John married Jane Smith of Otisville, NY, on June 27, 1988. John and Jane Doe had their first son, Scott, on September 15, 1994 in New York City. On September 4, 1995 the Doe's purchased their home in Belfast, ME and then on April 17, 1997 had their second son, Jason.

John is very active with several non-profit organizations. He has served as Vice President for Florence Foster Jenkins Music Center in Belfast, and holds board memberships for the Penobscot Bay Foundation in Rockland, ME, and the Crime Prevention Association of Bucksport.

Solvency Letter

[Date]

[Please address this letter  
to your attorney]

RE: [NAME OF TRUST]

Dear [Name of Attorney]:

This letter is written to you in connection with the creation by me of the captioned trust (the "Trust") to be created after delivery of this letter.

I am aware that under certain circumstances assets held in the Trust may be reached by a creditor of mine. To the extent I deemed advisable, I have obtained advice from you and others concerning the circumstances under which assets held in the Trust may not be reached by creditors of mine. However, I acknowledge that I have not obtained or relied on any advice from Commonwealth Trust Company in connection with the Trust or any transfer to the Trust, including but not limited to the fraudulent transfer laws or laws of similar import in any jurisdiction. I affirm that I will not seek or rely on any such advice from Commonwealth Trust Company.

I have full right, title and authority to transfer the assets to the Trust.

I have no intent to hinder, delay or defraud any creditor of mine in connection with the transfer of assets to the Trust or otherwise.

I am not now engaged in, nor do I have any intent or plan to engage in, any business or transaction for which my assets remaining after the completion of my intended transfer of assets to the Trust would be unreasonably small in relation to the business or transaction.

I do not intend to incur, nor do I have any belief or reason to believe that I will incur, any debt or debts beyond my ability to pay when due.

I am not presently involved in, nor am I aware of, any litigation or any administrative proceeding in which any person is directly or indirectly seeking damages against me nor, to the best of my knowledge, is any such litigation or proceeding threatened.

Upon the completion of my intended transfer of assets to the Trust, I will not have made a transfer to the Trust of substantially all of my assets.

I have no intent to abscond.

No part of my intent in creating the Trust is to conceal assets.

At the time of the transfer of the assets to the Trust, I am not currently in default of a child support obligation by more than 30 days.

The assets being transferred to the Trust have not been derived from unlawful activities.

I do not contemplate filing relief under the provisions of 11 USC (Bankruptcy Code).

I am not currently insolvent.

Following the completion of my intended transfer of assets to the Trust, I will remain solvent and the value of my assets will substantially exceed my debts and, to the best of my knowledge, I will remain able to pay my debts as they come due.

I do not anticipate incurring and have no reason to believe that I will incur any substantial new debt or debts following the completion of my intended transfer of assets to the Trust.

None of the assets that I intend to transfer to the Trust have been pledged or otherwise promised in satisfaction of any debt nor are any of those assets subject to any lien, encumbrance, or security interest of any type.

I have never been charged with or convicted of any crimes and to the best of my knowledge I am not under investigation by any local, state or federal authority.

Whenever in this letter I refer to “my assets,” I mean all my assets except:

- Any asset of mine that is generally exempt under nonbankruptcy law except to the extent it is subject to a valid lien; and
- Any interest in property owned by my spouse and me as tenants by the entireties except to the extent such interest (i) is subject to process by a creditor holding a current claim against me or (ii) is subject to a valid lien.

Whenever in this letter I refer to a “creditor of mine” or “creditors of mine,” I mean to include both my direct creditors and those creditors to whom I am, or may be, jointly and severally liable or indirectly liable such as, for example, those creditors to whom I am, or may be, liable on account of my status as a general partner in a partnership or guarantor of the debt of another.

Whenever in this letter I refer to “my debts” or a “debt” or “debts” of mine, I mean to include both my direct debts and those debts for which I am, or may be, jointly and severally liable or indirectly liable such as, for example, those debts for which I am, or may be, liable on account of my status as a general partner in a partnership or guarantor of the debt of another.

For purposes of the second paragraph of this letter, “Commonwealth Trust Company” shall mean Commonwealth Trust Company, of Wilmington, Delaware, its successors and assigns, and its past and present directors, officers, employees, and agents.

This letter is intended by me to be used by you in advising me. I also intend that each person now or hereafter serving as Trustee or Advisor for the Trust may rely upon this letter in agreeing to act as a fiduciary of the Trust. You, along with any Trustee of the Trust in its corporate and fiduciary capacities, may rely upon it for any purpose including for purposes of assisting in any defense in any legal proceeding that may be brought against you or your firm, the Trust, or the Trustee in its corporate or fiduciary capacity. I waive all claims to the attorney-client privilege or any other claim of confidentiality or privilege regarding this letter. I am accordingly furnishing a copy of this letter to the initial Trustee of the Trust.

Very truly yours,

SUBSCRIBED AND SWORN  
to before me this            day  
of                               , 2011

Notary Public

cc: Commonwealth Trust Company