



HOW TO OPEN AN ALABAMA FAMILY TRUST (AFT) ACCOUNT FOR YOUR DISABLED LOVED ONE

1. Request information (**Alabama Family Trust Packet**) from AFT Office or see our website at www.AlabamaFamilyTrust.com for the most up to date forms.
2. Upon receipt of your **Alabama Family Trust Packet**, the **Trust Agreement**, the **Agreement Addendum**, and the **Investment Options Agreement** should be reviewed thoroughly. The AFT recommends one consult his or her attorney and/or financial advisor before completing these documents; although, the Executive Director of the AFT, Mr. Ronald Locke, is always available to speak with those who might need assistance with the process itself, as well as, Agreement completion.
3. In the **Trust Agreement** document the donor will:
 - a) Designate the Life Beneficiary;
 - b) Designate the account Co-Trustee(s) and Successor Co-Trustee(s);
 - c) Designate the Beneficiary(ies) of the account upon the death of Life Beneficiary;
 - d) Decide if the account will be **revocable** or **irrevocable** (*If revocable, donor must pay taxes on the account annually, including payment of taxes for future contributions from other sources, such as friends and family. If the Life Beneficiary is a Medicaid recipient and not the Donor (the person contributing the money to start the trust), then the trust must be irrevocable.*).
 - e) Determine amount of the first contribution (**minimum first contribution is \$500. Of this, \$100 will be the actual contribution as there is a one-time establishment fee of \$400**). Determine the amount (if any) to be disbursed quarterly to the Co-Trustee(s) on behalf of the Life Beneficiary, to the degree that there are sufficient resources in the account, as well as documentation of the need for disbursement.
3. Send executed documents (the **AFT Trust Agreement, AFT Addendum and Investment Options Agreement**) with check, money order, or cashier's check payable to the **Alabama Family Trust (with Life Beneficiary's name listed on the Memo Line)**.
4. Documents and check should be sent to:

**Alabama Family Trust
120 Oslo Circle
Birmingham, Alabama 35211-5965**

You may also address your questions to Dan Cobb, Accountant, whose direct telephone line is 205.944.3927 or dan@ucpbham.com.

5. Upon receipt of the completed documents and funds by the AFT Director, the Life Beneficiary's trust account will be established as soon as possible.
6. AFT operating hours are Monday through Friday, between 8:00AM and 5:00PM CST.
7. The telephone numbers are 1.800.711.1303 or 205.944.3987. The facsimile number is 205.944.3988.