



TRUST CHECKLIST

Medicaid Payback Trust (*funded with Beneficiary's assets*)

BEFORE SUBMITTING YOUR DOCUMENTS TO ESTABLISH AN ACCOUNT WITH ALABAMA FAMILY TRUST (AFT), MAKE SURE YOU HAVE INCLUDED ALL OF THE FOLLOWING:

- First-Party Irrevocable Trust Agreement (Irrevocable Agreement/Medicaid Payback Trust) as completed in full with original signatures (not scanned, faxed, etc.). AFT will fill in the date. If the agent under an Alabama durable power of attorney is executing the trust and the power of attorney was executed on or after January 1, 2012, then the power of attorney must include specific language that gives the agent the power to execute a trust on behalf of the principal of the power of attorney. Language that generally gives the agent the power to execute an inter vivos trust or that specifically gives the agent the power to execute a special needs trust is acceptable.
- If you are not the Settlor - Photocopy of Power of Attorney, Letters of Guardianship, Letters of Conservatorship or other court order establishing your authority to open the trust on behalf of the Settlor
- Investment Options Agreement with original signatures. Select one of the 7 options listed on Page 1, on Page 2, initial A **or** B as well as C **and** D, then sign and have signature witnessed on Page 2. AFT will fill in the date.
- IRS Form W-9 completed on behalf of the Beneficiary
- Confidential Information Form completed in full
- First Party Supplemental Needs Trust, Notice that Trust Funds are Frozen at Death Form completed in full
- Evidence of the Beneficiary's medical impairment
- Photocopy of Representative's government-issued identification card (Driver's License, passport)
- Check payable to Alabama Family Trust for at least \$1500.00, with Beneficiary's name written in the lower left corner of the check

For your own records, we suggest you keep a copy of everything being submitted.