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DOCUMENTATION NEEDED FOR ESTABLISHING A POOLED TRUST WITH AGED

Please note: if you are unable to provide any of the required information, please include a brief written explanation and/or contact AGED.

Legal Documents

- Joinder Agreement (completed and signed, witnessed, and notarized; instructions for completing the Joinder available online)
- Fee Agreement (signed and dated)
- (if applicable) Addendum to Joinder (completed and signed, witnessed, and notarized)
- (if applicable) Request for Distribution of Retained Funds/Surplus Trust Property (completed and signed and dated)
- (if applicable) Acknowledgement of Reporting Household Costs Covered by SSI to Social Security (**required for SSI recipients only**)

Required Identification Documents for the Beneficiary

- Driver's License **or** State ID **or** Passport **or** other form of ID with date of birth
- Proof of Social Security Number, such as: Social Security card **or** letter from Social Security showing social security number **or** Form 1099. If proof is not available, Form W-9 Request for Taxpayer ID Number will be provided upon request.

Optional Documents for the Beneficiary (preferred but not required)

- Medicare card (red, white, and blue card)
- Other health insurance cards such as supplemental insurance, HMO, Tri-Care, etc.

- Medicaid card
- Medicaid benefits letter
- SSI/SSDI benefits letter

Required for the Beneficiary Advocate and Beneficiary Co-Advocate (if any) Named in the Joinder Agreement (NOT required for Successor Beneficiary Advocates)

- Driver's License **or** State ID or Passport **or** Military ID **or** other form of ID
- When a company is named as a Beneficiary Advocate or Co-Advocate, provide a corporate resolution or letter on company letterhead with the names of the individuals allowed to act on behalf of the company in regard to the trust. If a letter is provided, it must be accompanied by a corporate resolution authorizing the signor of the letter to act on behalf of the company.

Required if Person Establishing the Trust is an Agent under Durable Power of Attorney

- Driver's License **or** State ID or Passport **or** Military ID **or** other form of ID
- Durable Power of Attorney document with appropriate language for establishing the trust **(please provide to AGED for review prior to executing the trust document)**

Required if Person Establishing the Trust is a Guardian

- Driver's License **or** State ID or Passport **or** Military ID **or** other form of ID
- Letters of Guardianship
- Court Order allowing creation and funding of trust

Required if Person Establishing the Trust is a Parent

- Driver's License **or** State ID or Passport **or** Military ID **or** other form of ID
- Birth Certificate of Beneficiary, or other document(s), confirming parental rights

Optional AGED Forms

Available online at www.TrustAGED.org/forms, or upon request.

- Authorization to Disclose Trust Information
- Authorization for Direct Transfer via ACH
- DCF Community Partner Release (not available on-line)
- On-line Access Form

Should you have any questions, please feel free to contact AGED at 1-888-277-1826 or 407-682-4111.