



Life Insurance Trust Company

GETTING STARTED GUIDE

Use this to help guide you through the process of transferring a new or existing trust to Life Insurance Trust Company

NEW TRUSTS

STEP 1: TO GET STARTED, WE WILL NEED:

- Trust agreement and any amendments or modifications
- Sales illustration
- Original policy (if issued)

STEP 2: THE TRUST AGREEMENT AND THE INSURANCE POLICY(S) WILL BE REVIEWED FOR ACCEPTANCE.

STEP 3: TO CLOSE, WE WILL NEED:

- Signed trust agreement
- Completed W-9 for all grantors and beneficiaries (foreign nationals: W-8BEN form and copy of passport)
- Copy of government issued ID or passport for grantors
- Fee schedule signed by grantors
- LITCO will retain the original trust agreement and insurance policies.

NAMING GUIDELINES: LITCO'S LEGAL NAME IS LIFE INSURANCE TRUST COMPANY, LLC.

EXISTING TRUSTS

STEP 1: TO GET STARTED, WE WILL NEED:

- Trust agreement and any amendments or modifications
- Current in-force illustration
- Copy of policy

STEP 2: THE TRUST AGREEMENT AND THE INSURANCE POLICY(S) WILL BE REVIEWED FOR ACCEPTANCE.

STEP 3: TO CLOSE, WE WILL NEED:

- Completed W-9 for all grantors and beneficiaries (foreign nationals: W-8BEN form and copy of passport)
- Copy of government issued ID or passport for grantors
- Fee schedule signed by grantors
- LITCO will retain the original trust agreement and insurance policies.
- Completed transfer paperwork to transfer the trust to LITCO

STEP 4: THE SENIOR TRUST OFFICER WILL WORK WITH THE FORMER TRUSTEE TO GATHER GENERAL MATERIALS NEEDED AS THE SUCCESSOR TRUSTEE.