FOR ATTORNEYS, CPAS & FINANCIAL ADVISORS

Appointing LITCO as ILIT Trustee

What to send and what to expect when you set up a new trust or move an existing trust to LITCO. Once we receive your documents, our review typically takes 5–7 business days.

	NEW TRUSTS LITCO named as trustee from the start	EXISTING TRUSTS Moving from a current trustee to LITCO
1 GET STARTED	**To get started, we'll need:** • Draft of the trust agreement for review • Sales illustration for new insurance to be applied for • Current illustration for existing insurance	**To get started, we'll need:** • Trust agreement and any amendments or modifications • Current in-force illustration • Copy of current trust account statement
2 REVIEW	BOTH NEW & EXISTING TRUSTS We review the **trust agreement and insurance policy or policies** for acceptance.	
3 CLOSE	**To close, we'll need:** • Signed trust agreement • Completed W-9 for all grantors, beneficiaries, co-trustees and anyone acting in a fiduciary capacity (foreign nationals: W-8BEN and copy of passport) • Copy of government-issued ID or passport for grantors, co-trustees and anyone acting in a fiduciary capacity • Fee schedule signed by grantors • Third-party authorization form • Statement of Understanding for policy reviews	**To close, we'll need:** • Completed W-9 for all grantors, beneficiaries, co-trustees and anyone acting in a fiduciary capacity (foreign nationals: W-8BEN and copy of passport) • Copy of government-issued ID or passport for grantors, co-trustees and anyone acting in a fiduciary capacity • Fee schedule signed by grantors • Completed paperwork to transfer the trust to LITCO • Third-party authorization form • Statement of Understanding for policy reviews
4 TRANSITION	**Trust setup** Our trust team works with you and the carrier to see any new policy through issue.	**Trustee handoff** Our trust officer works with the former trustee to gather the materials LITCO needs as successor trustee.

LITCO retains the original trust agreement and insurance policies.
There may be other case-specific items required per the terms of the trust agreement.

NAMING GUIDELINES Name the trustee by LITCO's legal name: **Life Insurance Trust Company, LLC**.

To submit a new trust, email us at trustonboarding@lifeinsurancetrustco.com

litco