

Trust Transmittal Checklist

Stocks & Mutual Funds

NOTE: THE FOLLOWING ITEMS MUST BE RECEIVED IN ORDER TO PROCESS THE TRUST'S FIRST DISTRIBUTION.

Return this completed checklist with the listed documents to Renaissance, 6100 W. 96th St., Suite 100, Indianapolis, IN 46278. For further assistance, contact the Senior Trust Coordinator at 800-479-5142, ext. 5497.

NOTE: The donor(s) is responsible for filing gift tax Form 8283.

Trust Documentation

- Executed trust document with COMPLETED and signed Schedule A
- Executed *Administration Agreement* with all dates and signatures completed
- Executed *Contribution Agreement* (if applicable)
- Limited Power of Attorney* -- signed and notarized
- Copy of Form SS-4 if you have applied for the Employer Identification Number (EIN) for the trust **or Form 2848 and Form SS-4 signed by trustee(s) for Renaissance to apply for EIN**
- Completed *Renaissance Service Evaluation Questionnaire*

Asset Information

- Renaissance's *Contribution Information Form* signed by the donor(s) complete with asset name, date of purchase and original cost basis
- Copy of a screen printout, statement or other evidence of the date the asset was delivered to the trustee to verify the contribution date (the date the asset was unconditionally delivered to the Trustee* within the meaning of Reg. §1.170A-1(b)) (This date should be noted in the designated area of the *Contribution Information Form*)
- Names and addresses of all institutions holding trust assets (Photocopies of new account applications are preferred)
- Account(s) from which Renaissance should make its requests for the trust distribution and administration fees (This information should include the account number, address, contact person, phone and fax number)
- Copy of annuity application and check payable to the insurance carrier (if applicable)
- IST-deferred letter for net income trusts attempting to defer income (if applicable)

NOTE: All asset accounts MUST reflect Renaissance as the registered address of record. Renaissance must receive all trust account statements produced from trust inception. A sample follows:

Trustee (or IST)
John & Mary Doe CRT U/A 01/01/07
c/o Renaissance
6100 W. 96th-St., Suite 100
Indianapolis, IN 46278

NOTE: With Net Income Trusts, please remember to exclude any distributable income due to the Income Beneficiaries from the purchase payment of an annuity, when the document requires that income to be paid out to the Income Beneficiaries.

*Or Independent Special Trustee if required by the trust document