

INSTITUTION REQUIREMENTS TRACKER™

03 - REQUEST | Find out what they require.

Institution / Organization: _____

Department: _____

Contact / Representative: _____

Representative ID / Extension: _____

Phone: _____

Secure Portal / Website: _____

Date Requirements Confirmed: _____

Reference / Case Number: _____

Asset / Account: _____

Last Four: _____

Intended Action: _____

WHAT DO THEY REQUIRE?

- | | |
|--|---|
| ☐ Institution-specific form | ☐ Certificate of Trust |
| ☐ Additional trust pages | ☐ Government-issued identification |
| ☐ Current statement | ☐ Ownership documentation |
| ☐ Notarization | ☐ Medallion Signature Guarantee |
| ☐ Witness signatures | ☐ Spousal / co-owner consent |
| ☐ Original document | ☐ Certified copy |
| ☐ Other | |

INSTITUTION REQUIREMENTS TRACKER™ - CONTINUED

HOW DO THEY WANT IT SUBMITTED?

- ☐ Secure online portal
- ☐ Secure message
- ☐ In person
- ☐ Mail
- ☐ Overnight delivery
- ☐ Fax
- ☐ Other

Submission instructions: _____

Expected processing time: _____

Expected completion date: _____

Follow-up date: _____

Expected proof of completion: _____

How proof will be obtained: _____

NO SURPRISES TEST™

Do I know what they require, how they want it submitted, how long it should take, and what proof I should receive?