



CLAIM
MY
LEGACY™

— LOVE DESERVES A PLAN.™ —

TRUST FUNDING ASSISTANCE SYSTEM™

*A Step-by-Step System to Help Carry
Your Estate Plan Through*



DISCOVER



REVIEW



REQUEST



SUBMIT



VERIFY

V1.0

TRUST FUNDING ASSISTANCE SYSTEM™

V1.0

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Claim-My-Legacy-Estate-Planning.com

START HERE™

You do not need to have everything figured out.

You need to know your next step - and take it.

Watch the short Trust Funding Quick Start video before beginning. It will show you how to use the printed system and the Digital Toolkit together.

ACCESS YOUR DIGITAL TOOLKIT™



Scan the QR code to open the Trust Funding Digital Toolkit™ access page. Use the access instructions provided with your system, then begin with 00 - START HERE and watch the Quick Start video.

FIRST THREE THINGS

- ☐ Enter the Digital Toolkit and watch the Quick Start video.
- ☐ Open your Master Trust Funding Dashboard™.
- ☐ Choose one account or asset to begin.

NOTES

THE FIVE-STEP ROADMAP™

DISCOVER

REVIEW

REQUEST

SUBMIT

VERIFY

1. DISCOVER

Know what you have.

2. REVIEW

Determine what needs attention.

3. REQUEST

Find out what the institution requires.

4. SUBMIT

Carry out the action and keep an exact record.

5. VERIFY

Obtain reasonable evidence showing what actually happened.

COMPLETE™ is the closing and reporting section after the five-step funding process.

NOTES

This system helps organize, document, track, and verify implementation. It does not independently determine legal, tax, insurance, investment, or financial decisions. When professional judgment is required, pause and obtain appropriate guidance.

If the process starts to feel overwhelming, pick one account. Take that account through REVIEW → REQUEST → SUBMIT → VERIFY. Then move to the next one.

THE WORKING RULE

Don't guess. Document the question, identify who can answer it, and make getting that answer your next step.

NOTES

MASTER TRUST FUNDING DASHBOARD™

Your financial life. One place. One process.

Client / Family: _____

Trust Name: _____

Trust Date: _____

Date Started: _____

Target Completion Date: _____

Next Review Date: _____

DISCOVER		REVIEW	REQUEST	SUBMIT	VERIFY	
Asset / Account	Institution	Current Stage	Current Status	Next Step	Follow-Up	

NOTES

MY NEXT THREE ACTIONS™

ACTION 1

What: _____

When: _____

☐ Complete

ACTION 2

What: _____

When: _____

☐ Complete

ACTION 3

What: _____

When: _____

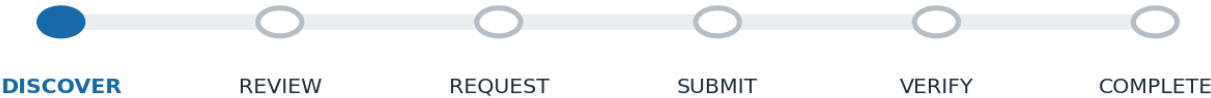
☐ Complete

You do not need to have it all figured out. You need to know your next step and take it.

NOTES

DISCOVER™

Know what you have.



DISCOVER	REVIEW	REQUEST	SUBMIT	VERIFY	COMPLETE
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DISCOVER

REVIEW

REQUEST

SUBMIT

VERIFY

Find it. Identify it. Record it.

At this stage, you are not changing anything. You are creating a clear picture of the assets that may need to work with your estate plan.

GETTING STARTED CHECKLIST

- ☐ Recent bank statements
- ☐ Investment account statements
- ☐ Retirement account statements
- ☐ Life insurance and annuity information
- ☐ Current deeds or property records
- ☐ Mortgage / HELOC information
- ☐ Business ownership information
- ☐ Existing beneficiary information, when available
- ☐ Other significant asset information

Can't find something? Record what is missing, give it a next step, and keep going.

NOTES

WHERE SHOULD I LOOK?™

BANKING

Checking, savings, CDs, money market and credit union accounts.

INVESTMENTS

Brokerage accounts, individually held securities and other non-retirement investments.

RETIREMENT

IRAs, 401(k)s, 403(b)s, 457 plans, pensions and other retirement benefits.

INSURANCE

Life insurance policies and annuities.

REAL ESTATE

Home, rentals, vacation property, vacant land and property in another state.

BUSINESS

LLCs, corporations, partnerships, sole proprietorship interests and other ownership interests.

OTHER

Notes receivable, significant digital assets and anything else that should reasonably be reviewed.

NOTES

- ☐ Old employer retirement plan
- ☐ Small account you rarely use
- ☐ CD that automatically renews
- ☐ Investment account opened years ago
- ☐ Old life insurance policy
- ☐ Employer stock
- ☐ Inherited property shared with family
- ☐ Family business interest
- ☐ Online-only account
- ☐ Asset you have not looked at recently

You are not trying to remember everything perfectly. You are trying to make the inventory reasonably complete.

[illegible]

MISSING INFORMATION LIST™

Asset / Account	What Is Missing?	Where Can I Get It?	Requested?	Received?

BEFORE YOU LEAVE DISCOVER

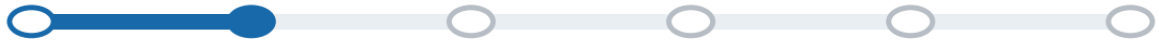
- ☐ I identified the assets that should reasonably be part of this review.
- ☐ I know what information is still missing.
- ☐ Every missing item has a next step.
- ☐ I updated the Master Trust Funding Dashboard™.

Missing information does not mean stop.

NOTES

REVIEW™

Does what you have work with the plan you created?



DISCOVER

REVIEW

REQUEST

SUBMIT

VERIFY

COMPLETE

DISCOVER

REVIEW

REQUEST

SUBMIT

VERIFY

DISCOVER identified the pieces. REVIEW determines what needs attention.

The goal is not to put everything into your trust. Different assets may use different ownership or beneficiary strategies. Use your estate planning documents, funding instructions, and appropriate professional guidance.

ASSET REVIEW WORKSHEET™

Asset / Account: _____

Institution / Company: _____

Last Four: _____

Current Owner(s): _____

Current Beneficiary Information: _____

WHAT INFORMATION OR INSTRUCTIONS DO I HAVE?

- ☐ My estate plan specifically addresses it.
- ☐ I have trust-funding instructions concerning it.
- ☐ My attorney or estate-planning professional gave me instructions.
- ☐ I believe I know what should happen, but I need confirmation.
- ☐ I don't know.

Relevant instruction / information: _____

Source of that information: _____

NOTES

ASSET REVIEW WORKSHEET™ - CONTINUED

WHAT IS THE INTENDED RESULT?

- ☐ Current ownership should remain unchanged.
- ☐ Ownership / registration may need to change.
- ☐ Beneficiary information may need to change.
- ☐ Transfer-on-death / payable-on-death arrangement is involved.
- ☐ Trust ownership is involved.
- ☐ Business ownership records may need attention.
- ☐ Real-estate documentation may need attention.
- ☐ More information is needed.
- ☐ Professional guidance is required.

Intended result: _____

Current setup: _____

DO THEY APPEAR TO MATCH?

- ☐ YES - No current action identified.
- ☐ NO - Action may be required.
- ☐ I DON'T KNOW - Get information or guidance before proceeding.

NOTES

☐ NO ACTION IDENTIFIED

☐ ACTION IDENTIFIED

☐ MORE INFORMATION NEEDED

☐ PROFESSIONAL GUIDANCE REQUIRED

☐ CORRECTION REQUIRED

Next step: _____

Who has the next action: _____

Target / Follow-Up Date: _____

NOTES

PROFESSIONAL GUIDANCE FLAGS™

- ☐ Estate plan and institution requirements appear inconsistent.
- ☐ Unsure whether an asset should be owned by the trust.
- ☐ Unsure whether the trust should be named as beneficiary.
- ☐ Retirement account beneficiary decision is unclear.
- ☐ Changing ownership could have tax consequences.
- ☐ Annuity or insurance ownership/beneficiary question.
- ☐ Business agreement may restrict transfers.
- ☐ Property is jointly owned.
- ☐ Community or marital property issue may be involved.
- ☐ Property is in another state.
- ☐ Institution refuses the intended arrangement.
- ☐ You are asked to sign something you do not understand.
- ☐ Legal interpretation is required.

STOP does not mean something is wrong. It means you reached a question that deserves the right answer.

NOTES

WHO SHOULD I ASK?™

Question Type	Appropriate Resource
Estate-plan interpretation / legal	Attorney or appropriate legal professional
Tax consequences	CPA or qualified tax professional
Investment consequences	Appropriate financial / investment professional
Insurance or annuity	Appropriate insurance professional
Institution procedure	Institution, custodian, carrier, transfer agent, recorder
Administrative implementation / tracking	Claim My Legacy Trust Funding Assistance process

REVIEW SUMMARY

Assets Reviewed: _____

No Action Identified: _____

Action Identified: _____

More Information Needed: _____

Professional Guidance Required: _____

Correction Required: _____

☐ Every unresolved item has a next step.

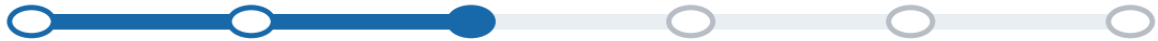
☐ I know who has the next action.

☐ Dashboard updated.

NOTES

REQUEST™

Find out what they require.



DISCOVER

REVIEW

REQUEST

SUBMIT

VERIFY

COMPLETE

DISCOVER

REVIEW

REQUEST

SUBMIT

VERIFY

ASK FIRST. PREPARE SECOND.

REQUEST is not where you decide what should happen. REQUEST is where you determine what the institution requires to carry out the action established during REVIEW.

BEFORE YOU CONTACT THE INSTITUTION™

- ☐ Institution name
- ☐ Account or policy type
- ☐ Last four digits
- ☐ Name currently shown on account
- ☐ Trust name and date, when applicable
- ☐ Trustee name(s), when applicable
- ☐ Certificate of Trust, when applicable
- ☐ Intended action established during REVIEW

WHAT SHOULD I ASK?

- What is your process for this type of change?
- Do you have a specific current form?
- What supporting documentation is required?
- Is notarization required?
- Is a Medallion Signature Guarantee required?
- Are originals or certified documents required?
- How should the documents be submitted?
- How long does processing normally take?
- How will I know the change is complete?
- What confirmation or reference number applies?

NOTES

INSTITUTION REQUIREMENTS TRACKER™

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

SUBMISSION REQUIREMENTS

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?

NOTES

[illegible]

DETAILED COMMUNICATION RECORD™

Date / Time: _____

Institution: _____

Representative: _____

Department: _____

Reference Number: _____

Asset / Account: _____

What did I ask?: _____

What did they tell me?: _____

What do they need from me?: _____

What did they say they will do?: _____

Expected completion date: _____

My next step: _____

Follow-up date: _____

NOTES

1. Is there anything else you need from me?
2. What happens next?
3. When should I expect that to happen?
4. If I don't see it by then, when should I follow up?
5. Is there a confirmation or reference number for today's conversation?

WHICH LETTER DO I USE?™

NOTES

IF THE INSTITUTION SAYS SOMETHING DIFFERENT™

- ☐ Document what they told you.
- ☐ Ask whether an appropriate trust, estate, legal, transfer, or other specialized department handles the request.
- ☐ Obtain requirements in writing when reasonably available.
- ☐ Return to REVIEW if the issue affects the intended planning decision.
- ☐ Obtain appropriate professional guidance when necessary.

REQUEST COMPLETE?

- ☐ I know what the institution requires.
- ☐ I have the current forms.
- ☐ I know required supporting documents and signatures.
- ☐ I know how to submit.
- ☐ I know expected processing time.
- ☐ I know when to follow up.
- ☐ I know what evidence I should expect.
- ☐ Institution Requirements Tracker updated.
- ☐ Dashboard updated.

NOTES

SUBMIT™

Carry out the action.



DISCOVER REVIEW REQUEST **SUBMIT** VERIFY COMPLETE

DISCOVER	REVIEW	REQUEST	SUBMIT	VERIFY
----------	--------	---------	--------	--------

Do it correctly. Keep a record. Don't assume it's finished.

READY-TO-SUBMIT CHECK™

Asset / Account: _____

Institution: _____

Last Four: _____

Action established during REVIEW: _____

Institution requirements confirmed on:

- ☐ Current institution-required form
- ☐ Names and account references checked
- ☐ Trust name/date checked when applicable
- ☐ Beneficiary information checked when applicable
- ☐ Required signatures and dates complete
- ☐ Notarization complete when required
- ☐ Medallion Signature Guarantee obtained when required
- ☐ Required consents obtained
- ☐ Supporting documents included
- ☐ Submission method confirmed

DON'T SIGN WHAT YOU DON'T UNDERSTAND.

NOTES

DOCUMENT PACKAGE CHECK™

- ☐ Institution form
- ☐ Certificate of Trust
- ☐ Trust pages requested by institution
- ☐ Identification
- ☐ Current statement
- ☐ Ownership documentation
- ☐ Real-estate document
- ☐ Business documentation
- ☐ Cover letter / correspondence
- ☐ Other

Form name / number: _____

Total documents/pages submitted: _____

SAVE BEFORE YOU SEND™

Save the exact version that was actually submitted - not the blank form and not an earlier draft.

Suggested filename: Institution - Asset - Submission - YYYY-MM-DD.pdf

NOTES

SUBMISSION RECORD™

Asset / Account: _____

Institution: _____

Date Submitted: _____

Submitted To: _____

Confirmation / Tracking Number: _____

Representative / Department: _____

Expected Processing Time: _____

Expected Completion Date: _____

Follow-Up Date: _____

Saved Copy Location: _____

SUBMISSION METHOD

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

NOTES

MASTER SUBMISSION TRACKER™

Asset / Account	Institution	Submitted	Method	Confirmation / Tracking	Expected Complete	Follow-Up

SENSITIVE INFORMATION

Use the institution's approved secure submission method when possible. Never send passwords, PINs, online banking credentials, cryptocurrency private keys, or recovery phrases as part of this process.

NOTES

You sent the paperwork. Good. The asset is now ACTION PENDING until the result is verified.

Evidence expected: _____

- ☐ Submission Tracker updated
- ☐ Communication Tracker updated when appropriate
- ☐ Master Dashboard updated

FOLLOW-UP TRACKER™

Asset / Request	Submitted	Follow-Up #1	Follow-Up #2	Current Status	Next Step	Next Date

WHEN SOMETHING GOES WRONG

- ☐ No response
- ☐ Missing documentation
- ☐ Documents not received
- ☐ Incorrect form
- ☐ Rejected request
- ☐ Additional requirement
- ☐ Processing error
- ☐ Result appears incorrect
- ☐ Institution will not carry out intended action

Is this a paperwork problem or a planning problem?

NOTES

THREE-STEP ESCALATION PATH™

1. FOLLOW UP

Request status and determine whether anything else is needed.

2. RESOLVE

If unresolved, request a clear explanation and appropriate resolution.

3. ESCALATE

When appropriate, ask for a supervisor or the relevant trust, estate, transfer, compliance, or formal resolution department.

You don't have to argue. You need to find the person or department authorized to resolve the issue.

SUBMIT COMPLETE?

- ☐ I know exactly what was submitted.
- ☐ I retained an exact copy.
- ☐ I recorded submission date and confirmation.
- ☐ I have a follow-up date.
- ☐ I know what evidence I expect.
- ☐ Dashboard updated.

NOTES

VERIFY™

How do I know it actually happened?



DISCOVER REVIEW REQUEST SUBMIT **VERIFY** COMPLETE

DISCOVER	REVIEW	REQUEST	SUBMIT	VERIFY
----------	--------	---------	--------	---------------

Sending paperwork is an action. Verification tells you the result.

WHAT COUNTS AS VERIFICATION?™

- ☐ Updated account statement
- ☐ Current account registration
- ☐ Written institution confirmation
- ☐ Secure-message confirmation
- ☐ Updated beneficiary confirmation
- ☐ Downloaded record from secure portal
- ☐ Recorded deed / recording information
- ☐ Updated business ownership record
- ☐ Updated insurance or annuity record
- ☐ Other reliable institution record

Keep enough evidence to establish the result without collecting unnecessary sensitive information.

NOTES

MASTER VERIFICATION RECORD™

Asset / Account	Intended Result	Evidence Obtained	Date Verified	Final Status

FINAL STATUS OPTIONS

VERIFIED COMPLETE | ACTION PENDING | CLIENT ACTION REQUIRED | CORRECTION REQUIRED | PROFESSIONAL GUIDANCE REQUIRED | NO ACTION REQUIRED

NOTES

OWNERSHIP / BENEFICIARY VERIFICATION™

Asset / Account: _____

Institution: _____

OWNERSHIP / REGISTRATION

- ☐ Current owner/registration is correct.
- ☐ Trust name/date/trustee information correct when applicable.
- ☐ No unexpected ownership change occurred.

BENEFICIARY

- ☐ Primary beneficiary and percentage are correct.
- ☐ Contingent beneficiary and percentage are correct when applicable.
- ☐ Trust information is correct when applicable.
- ☐ No unintended beneficiary remains.

Evidence obtained: _____

Evidence date: _____

Where saved: _____

Final status: _____

NOTES

REAL ESTATE

- ☐ Recording office accepted the document.
- ☐ Recording date and instrument number obtained.
- ☐ Recorded copy obtained and reviewed.
- ☐ Names, legal description and applicable trust information checked.

- ☐ Appropriate record keeper received documentation.
- ☐ Required approvals obtained.
- ☐ Official ownership records updated when applicable.
- ☐ Updated evidence obtained.

State-specific deed choices and recording procedures are not determined by this national core system. Use the appropriate state supplement and professional guidance when needed.

NOTES

ADMINISTRATIVE ERROR?

PLANNING QUESTION?

The system is allowed to loop. Go back to the step that solves the problem.

[illegible]

No unfinished item should exist without a STATUS, an OWNER, and a NEXT ACTION.

COMPLETE™

Know what was done. Know what still needs attention.



DISCOVER

REVIEW

REQUEST

SUBMIT

VERIFY

COMPLETE

DISCOVER

REVIEW

REQUEST

SUBMIT

VERIFY

Complete doesn't necessarily mean everything is finished. It means you know where everything stands.

MASTER COMPLETION CHECKLIST™

DISCOVER

- ☐ Assets within scope identified.
- ☐ Missing information documented.

REVIEW

- ☐ Each identified asset reviewed.
- ☐ Questions requiring professional guidance identified rather than guessed at.

REQUEST

- ☐ Institution requirements confirmed for actions requiring implementation.
- ☐ Expected proof of completion identified.

SUBMIT

- ☐ Exact copies retained.
- ☐ Submission and follow-up information recorded.

VERIFY

- ☐ Completed actions verified when reasonably possible.
- ☐ Pending and incorrect items have a next step.

NOTES

Is there any asset, request, question, or problem with no clear status and nobody responsible for what happens next?

- ## THE FINAL HANDOFF TEST™

- ## NOTES

TRUST FUNDING REVIEW REPORT™

Client / Family: _____

Trust Name: _____

Trust Date: _____

Review Started: _____

Review Completed: _____

Prepared With: _____

FUNDING SNAPSHOT

Assets / Accounts Identified: _____

Assets Reviewed: _____

No Action Required: _____

Actions Identified: _____

Submitted / Pending: _____

Verified Complete: _____

Corrections Required: _____

Professional Guidance Required: _____

NOTES

[illegible]

OPEN ITEMS & PROFESSIONAL GUIDANCE

ITEMS STILL OPEN

Number of open items: _____

- ☐ Open Items Action Plan™ attached
☐ No open items

PROFESSIONAL GUIDANCE STILL NEEDED

Asset / Question	Type of Guidance	Referred To	Status

NOTES

REVIEW COMPLETION STATUS™

- ☐ REVIEW COMPLETE - All items within scope have an appropriate final status and no material open implementation items remain.
- ☐ REVIEW COMPLETE WITH OPEN ITEMS - The review is complete, but identified items remain pending and are being tracked.
- ☐ ADDITIONAL WORK REQUIRED - Additional discovery, review, implementation, or verification is still needed.

NEXT PLANNED REVIEW

Date: _____

Review again when your estate plan changes, significant assets are acquired or sold, important accounts open or close, real estate or business ownership changes, family circumstances change, you move to another state, or something simply does not look right.

NOTES

COMPLETE

- ☐ Master Dashboard updated
- ☐ Trust Funding Review Report™ completed
- ☐ Master Verification Record™ current
- ☐ Open Items Action Plan™ current
- ☐ Important evidence organized
- ☐ Digital Toolkit updated
- ☐ Backup updated
- ☐ Next review date recorded

NOTES

TRUST FUNDING DIGITAL TOOLKIT™

Your editable tools. Your working files. Your record of what was done.

Folder	What You'll Find
00 - START HERE	Quick Start Guide, video shortcut, Master Dashboard
01 - DISCOVER	Editable discovery tools
02 - REVIEW	Editable review tools
03 - REQUEST	Institution Requirements and Communication Trackers
04 - SUBMIT	Submission and follow-up tools
05 - VERIFY	Verification tools
06 - CORRESPONDENCE LIBRARY	35 editable letters + Which Letter Do I Use?™
07 - REAL ESTATE	National real-estate tools; state supplements supplied separately when applicable
08 - TRUST FUNDING REVIEW REPORT	Editable report and completion tools
09 - MY WORKING FILES	Personalized copies and working documents

NEVER EDIT THE MASTER™

OPEN → SAVE AS → PERSONALIZE

FOUR-FOLDER METHOD™

For each active asset: 01 - REQUIREMENTS | 02 - WORKING | 03 - SUBMITTED | 04 - VERIFIED

NOTES

DIGITAL TOOLKIT INSTRUCTION CARD™

START HERE

Open 00 - START HERE and watch the Trust Funding Quick Start video.

USE THE FIVE-STEP SYSTEM

DISCOVER → REVIEW → REQUEST → SUBMIT → VERIFY

NEED A LETTER?

Open 06 - CORRESPONDENCE LIBRARY, then Which Letter Do I Use?™.

PROTECT YOUR DIGITAL RECORDS

Never store passwords, PINs, online banking credentials, cryptocurrency private keys, or recovery phrases with your Digital Toolkit files.

KEEP A BACKUP

Do not make any single device or location the only copy of important records.

DIGITAL HANDOFF TEST™: Can someone else understand what happened from the records you kept?

NOTES

CONGRATULATIONS

**YOU DIDN'T STOP
AT SIGNING YOUR TRUST.**

You took the next step.

A FINAL MESSAGE FROM DAVE & REBECCA

Dear Client,

When you created your trust, you made an important decision about your family and your future. But you didn't stop there. You took the next step.

You identified what you own. You reviewed how those assets work with your estate plan. You learned what institutions required. You completed paperwork, followed up, and verified completed actions when reasonably possible.

Some items may still be open. That's okay. What matters is that you now know where things stand and what needs to happen next.

Your family may never know about every phone call you made, every form you completed, or every follow-up you made. They may simply experience the result: more clarity, better organization, and fewer things they have to figure out on their own.

Life will change. When it does, come back to one simple question: "Does everything still work the way I want it to?"

Thank you for trusting Claim My Legacy™ to be part of something this important.

You weren't doing this for the binder. You weren't doing it for the paperwork. You were doing it for somebody you love.

With appreciation,
Dr. Dave Walter & Rebecca Siddiqui
Co-Founders, Claim My Legacy™

LOVE DESERVES A PLAN.™

And a plan deserves to be carried through.