



## Trust Setup Flow



### Step 1

#### Schedule a Consultation

- Complete a Case Intake Form and send it to your assigned CPT Representative
- Booked a Case Consultation to qualify my client
- Received my Case Consultation Confirmation Email with Agenda



### Step 2

#### Attend Consultation to Frame a Plan of Actions for Client

- Conducted a Case Consultation
- CPT Institute answered all initial questions
- Completed my CPT Institute Consultation Survey



### Step 3

#### Perform Actions to Settle the Case

- If the client would like to proceed with the trust, CPT Institute will need all applicable related documents to establish a Special Needs Trust. We can also assist with preparing any documents and assist in court if needed.

***All the following must be sent to CPT Institute:***

- Approved court/settlement documents
- A copy of the client's signed Social Security Card
- Client's Information Form

**If Structured Settlement Involved:**

- Final Structured Settlement/Annuity Quote
- Finalized Annuity Contract

**If a Medicare Set-Aside is involved:**

- MSA Allocation Report
- CMS Approval Letter



## Step 4

### Sign Trust Document

- Schedule a Signing with the CPT Representative and the client. As the source or attorney, your presence is not required at the signing, but it is highly welcomed.

*All the following must be sent to CPT Institute:*

- Ensure we have a copy of the client's signed Social Security Card on file.
- Full legal names and contact information for potential remainder beneficiaries of trust funds should be known before the meeting.
- A witness over 18 (or a notary) is required to complete the signing.
- Please have the client watch our **6-minute signing video** (available in English and Spanish)
- Executed Trust Documents and Spending Plan

## Step 5

### Fund the Trust

- Signed documents must be received in order for CPT Institute to accept the trust funding. If signed documents are not received, CPT Institute will return your check. Please allow 3-5 business days for the bank to activate the account.
- Your CPT Representative will send over the appropriate funding instructions.
- Please send funds to CPT Institute. Please note receiving of the check is based on mailing duration in addition, it takes approximately 3-5 business days for the funds to clear in the bank
- You and your client will receive a confirmation email that the funds have been received and the trust is now activated.

## Step 6

### Trust is Now Active

Starting a new chapter is exciting, but it also means learning a new process. Here are some helpful tips to ensure this transition goes smoothly for everyone.

- Educate the client on what to expect after approval:** Direct them to our “What’s Next” webpage.
- Defer to the experts at CPT Institute:** You’re often his/her trusted “fix-it person,” we want to take on that role now. Always direct your client to us first to avoid teaching them a bad habit of engaging you for trust-related questions.
- Inform us of changes:** If our client moves or changes his/her plans, please let us know so we can plan appropriately.