

Instructions for Completion

DECLARATION OF SELF SETTLED TRUST UNDER THE MIDWEST SPECIAL NEEDS TRUST MASTER TRUST

The Declaration of Self Settled Trust establishes a Trust Account for the beneficiary under the Midwest Special Needs Trust Master Trust. Self Settled Trusts are established with the funds and/or other assets of the beneficiary. The Trust Account is irrevocable. At the death of the beneficiary the state has a right to claim proceeds remaining in the Trust Account, up to the amount expended by the state for medical assistance for the beneficiary.

The Declaration of Self Settled Trust is a legal document. It is advised that legal and financial guidance be secured prior to establishing a Trust Account for a beneficiary.

In order to establish a Trust Account under the Midwest Special Needs Trust Master Trust, the following documents must be completed:

☐ DECLARATION OF SELF SETTLED TRUST

Donor and Life Beneficiary

Donor Name . The Donor is the person who contributes the funds or other assets to establish the Trust Account. The Donor may be the beneficiary, a parent, grandparent, legal guardian, or a court.

Life Beneficiary. The Life Beneficiary is the person for whom the Trust Account is established.

Paragraph 5. Co-trustee and Successor Co-trustees

MSNT is the trustee for all Trust Accounts established within the Master Trust. MSNT can serve as the sole trustee for the Trust Account.

The Donor may name others to serve as Co-trustee. Up to two persons may be named Co-trustee. The beneficiary cannot be Co-trustee.

The Co-trustee is responsible for working with the beneficiary to assure that requests for funds from the Trust Account are prudent, reasonable, and will not jeopardize other benefits received by the beneficiary. The Co-trustee should be an individual who is knowledgeable about the needs and circumstances of the beneficiary. MSNT requires that the Co-trustee approve, in writing, requests for the distribution of funds from the Trust Account. Co-trustees are also responsible for reviewing and verifying the accuracy of the Trust Account bank statement.

Successor Co-trustees may be named in Paragraph 5.3. Successor Co-trustees take over co-trustee responsibilities when the Co-trustees are no longer willing or able to serve.

Paragraph 6. Termination of Trust Account

Paragraph 6 sets forth the procedures for termination of the Trust Account. At the death of the Life Beneficiary, the Trustee will notify the state and pay over to the state amounts required for repayment of medical assistance costs.

Residual beneficiaries [Paragraph 6.1.b(iii)] must be named to receive amounts remaining after state reimbursement.

Advisor

Provide contact information for legal counsel or other advisors who assisted the Donor to establish the Trust Account.

Liens and Claims Certificate

Professional Advisors are required to certify that monies used to establish the Account are free and clear of all liens and claims.

Schedules

Schedule A. Property Transferred to the Trust

Indicate the amount of the Initial Contribution on Schedule A. Additional contributions may be made at any time to the Trust Account.

Securities or other Assets to be held in the Trust Account are to be listed on Schedule A as well.

Schedule B. Investment Agreement

Items 1 and 2.

Indicate by checking who will manage the investment of funds in the Trust Account:

- The Trustee of the Trust (Item 1).
- The Donor of the Trust Account (Item 2).

Indicate by initialing 2.a whether or not Successor Co-trustees shall have the authority to amend the investments of the Trust Account. If 2.a is left blank, the Successor Co-trustee will not have the authority to amend the investments.

If 2.a is left blank, the Donor must initial 2.b.

Item 3.

Complete this Item only if the Donor selected Item 2 (to make all investment decisions for the funds in the Trust Account). The Donor must select an investment from the Investment Portfolios offered by the financial institution that provides custodial services for the Trust.

Item 5.

If assets, other than cash, are contributed to the Trust Account, the Donor must complete Item 5.

Item 6.

The Donor must initial Item 6 in the appropriate space to indicate whether or not he/she is an investment advisor.

Midwest Special Needs Trust Administrative Fees

This document sets forth fees charged by MSNT for administration of Trust Accounts.

Complete the *Form for Calculation of Enrollment Fee*. Some Donors who establish trust accounts of \$10,000 or less may be eligible for a discounted enrollment fee. Indicate how the enrollment fee is to be paid (separate check or deduct from initial deposit).

Beneficiary Background Information

This form provides important demographic and service information on the beneficiary. Please complete all items as requested.

If the trust is established by a court order, provide a copy of the court order along with the trust documents.

Verification of benefits is required. Include a copy of the most recent benefits notice from the Social Security Administration, Medicaid and/or Medicare.

When the required documentation is received by MSNT, an authorized agent will sign the documents and a copy of the documents will be sent to the donor and advisors, if any.