Altra Federal Credit Union
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Trust Account Checklist

Thank you for choosing Altra Federal Credit Union for your Trust account needs. Whether you are setting up a new Trust account or changing your existing accounts over to the name of your Trust, we are happy to help you! Please use the following checklist for the items that we need to assist you.

Calling ahead for an appointment is recommended. Please contact us at 800-755-0055.

DOCUMENTATION NEEDED FOR YOUR TRUST ACCOUNT

☐ **A Certificate of Trust, Certificate of Trustee Authority, or Certificate of Trustee Authority and Power signed and certified by an attorney.**
The most recent version, less than 12 months old for new members and less than 3 years old for existing members, is required.

If requesting a Certificate of Trust, please make sure it includes the following:
- ☐ Full Name of the Trust, Tax ID, Name of the Grantor, Trustees and Powers that the Trustees have, Successor Trustees, and Current Beneficiaries.
- ☐ Membership Eligibility is required for all parties listed in your trust (trustees, successor trustees, and beneficiaries.)

☐ An **EIN (Federal Employer Tax Identification Number) or Social Security Number**
- For existing members, if your new trust uses your social security number, we will not require changing account numbers in most circumstances.
- If you are an existing member, we cannot retitle an account by replacing your social security number with an EIN. A new account will be required in these cases.

☐ **Valid Driver's license or Identification for each trustee is required.**
- If your Driver's license or Identification does not have your current address, proof of address will be required. Please provide a pay stub, utility bill, or lease agreement in your name showing your current address.

INFORMATION REGARDING TRUST ACCOUNTS WITH ALTRA

- You may be required to provide updated Trust information if a Trustee is deceased.
- You will be asked to sign new paperwork for your trust account. This may involve a separate appointment.
- Please note IRA's cannot be retitled in the name of your trust. **We can only list the Trust as Beneficiary or Payable On Death (POD) with a Letter Of Instruction from your Attorney.**
- We will assist you with online banking, ordering new checks, and debit cards as needed.

IF YOU WISH TO BORROW USING YOUR TRUST OR ITS ASSETS

- Altra is happy to help with your lending needs and can accommodate lending to our members who have their assets held in a trust account.
- A Certificate of Trust showing proof of Trust assets and ability to pledge the assets as collateral will be requested.