Premium Administration, LLC

<u>Getting Started</u>

1. Gather the following:
    - Tax ID number of the trust (if available)
    - Copy of Irrevocable Trust document
    - Copy of Life Insurance application and/or policy/policies
    - Copy of checks written for initial premium (if new policy)
    - Note past taxable gifts or credit shelter amounts, if any

2. Complete the New Client Information Form.
   This step requires information from the trustor(s), trustee and beneficiaries.
   It is very important the social security numbers, birthdates and current contact information is provided.
    - Completely fill blanks
    - If necessary, attach additional sheets for additional beneficiary

3. Service Contract & Affirmations:
   Trustee must initial all paragraphs on the service contract and sign.
   Trustor(s) must initial all paragraphs on the Trustor Affirmation page.

4. Place all items gathered (step #1), completed (step #2), and signed/initialed (step #3) in the enclosed self addressed envelope and forward with a check for $650 to:
   Premium Administration, LLC
   PO Box 4130
   Scottsdale, AZ 85261

Once we receive your information it may take up to two weeks for initial processing. <u>After the information and documents are reviewed, the trustor(s) and trustee will receive welcome letters.</u> Included will be a copy of your contract with Premium Administration LLC and a database printout for verification of facts. The new trust/new client fee covers processing and collecting, if necessary, any documentation through this point.

Billing for the first round of Crummey notices or other activities will be done separately.