

Pooled Trust Distribution Form P20

Please submit your completed request form via FAX, EMAIL or MAIL using the contact information above. The James Street Group must receive the completed request from and documentation by the 20th of the month in order to be paid out on the 4th business day of the following month. If all documentation (including receipts or invoices) is not received by the 20th, your request will be processed the following month. THIS FORM MUST BE TYPED OR COMPLETED IN BLUE OR BLACK INK. ALL FORMS REQUIRE A SIGNATURE.

Beneficiary Name: _____ **Account Number:** _____

Total amount of this request: _____ Date: _____

Form Completed By:

Name: _____ Signature: _____

Address: _____ **Check here if this is a NEW Address**

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Purpose of Request: Medical Education Other (5 Personal Items)

Type of Distribution Request: Reimbursement Advanced Funds Pay Vendor Directly

Receipts for Previous Advance (Not a New Request)

Request Details:

<u>Item Description- Be as detailed as possible, attach additional paper if necessary</u>	<u>Cost of Item</u>
_____	_____
_____	_____
_____	_____
_____	_____

Payment Should Be Made By:

Check here if this is NEW Banking Information

Mailed Check

Direct Deposit Into: Checking Savings

Name or Company: _____ Bank Name: _____

Address: _____ Bank Routing (ABA) # [9 digits]: _____

City: _____ State: _____ Zip: _____ Account # : _____

Phone #: _____ Account #: _____ Account Name/Title: _____

Special Instructions: _____

YOU MUST ATTACH ALL RECEIPTS, INVOICES, ESTIMATES, ETC & RETAIN A COPY FOR YOUR RECORDS

*****If you are requesting an advancement, please remember to send back any receipts or invoices for funds the trust is advancing within 30 days or prior to a new distribution request, whichever comes first. The trust cannot accept any distribution requests until we have received receipts for the advanced funds. If receipts are not provided within 30 days, funds will not be advanced for future distributions. Proper receipts included printed itemized receipt from a vendor or a copy of a cleared check with an itemized invoice. The James Street Group cannot be responsible for lost documentation or mail.**