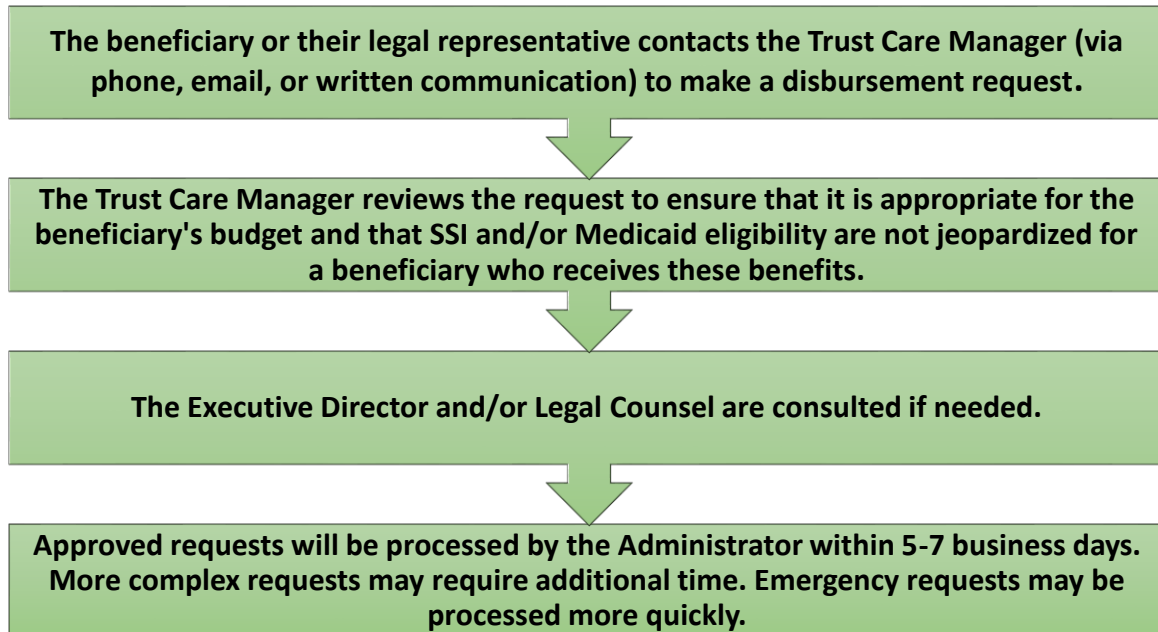




**THE CORPORATION OF
GUARDIANSHIP**

Trust Distribution Request Process



Important Considerations:

- When making a request, please indicate what good or service is desired, why, and at what expense.
- Disbursement requests are either approved or denied based on multiple factors, such as the specific regulations affecting the type of disbursement requested, the balance in the trust, and the beneficiary's annual budget.
- We prefer to work directly with the vendor of the desired goods or services to make payment. Reimbursements to the beneficiary's primary representative can be made, but a receipt is required and the disbursement must be approved in advance.
- Under no circumstances can we give cash directly to the beneficiary.
- All disbursement requests are considered on a case-by-case basis. Despite the complexity of law governing the use of Special Needs Trusts, we try to keep the process as simple and informal as possible.

**To make a disbursement request, please contact:
Saskia Barnard, Trust Care Manager
336-273-5389 ext. 107 saskia@corpguard.org**