

**PARKWAY BANK & TRUST COMPANY
REQUIREMENTS FOR NEW LAND TRUSTS**

1. **Land Trust Application must be filled out and signed by party preparing Trust Agreement. ***
2. **Both sides of Trust Agreement must be filled out completely. A P.O. Box is not acceptable for a home address. (Home address and mailing instructions can be different, therefore, correspondence and billing can be directed to a P. O. Box).**
3. **All primary beneficiaries together with any party(ies) holding Power of Direction must sign the Trust Agreement.**
4. **Every signer must provide a copy of a *current* photo ID. A driver's license, state or government ID or passports are acceptable forms. Please make sure the ID#, the expiration date, the signature, the photo, the date of birth are all legible. (Note: if the driver's license expiration date has been extended by sticker on the back please copy both sides).**
 - a. **If a signer has no current photo ID a letter of explanation from the preparer of the trust together with a copy of the party's social security card and their mother's FULL maiden name is acceptable.**
5. **If the space provided for the beneficial interest is not adequate, a rider can be used but it must refer to the Trust Number and date and *must* be signed by all parties.**

**IF THE BENEFICIAL INTEREST IS IN TENANTS BY THE ENTIRETY:
A Tenants by the Entirety form will be required***

**IF THE BENEFICIAL INTEREST IS IN A DECLARATION OF TRUST:
Please provide a copy of the entire Trust instrument.**

**IF THE BENEFICIAL INTEREST IS IN A CORPORATION:
A Corporation Resolution form will be required***

**IF THE BENEFICIAL INTEREST IS IN A PARTNERSHIP:
A Partnership Certificate form will be required***

**IF THE BENEFICIAL INTEREST IS IN AN L.L.C.
A Limited Liability Company Certificate form will be required *
together with copies of the filed Articles of Organization and the
Operating Agreement.**

***All forms available on website or through Parkway Bank's trust dept.**