



Letter of Release Instructions

Purpose of Form:

To give authorization to our financial institution to process a payment into the trust of a check that is made payable to an entity/person not in the trust.

Procedure:

1. The person to whom the check is made payable to will need to fill out this form in the presence of a Notary Public so they can verify the person giving us authorization to deposit the check is the same person the check is made payable to.
 - Do not endorse the check as the Letter of Release signs the check over to Schwab.
2. In the upper left corner of the page, fill in today's date on the line labeled, "Date".
3. In the body of the letter, please fill in the next three blanks with the information from the check being released to the trust. This information is; the check number, the date of the check, and the amount of the check.
4. The person to whom the check is made payable needs to sign and print their name to the signature line in the middle of the page to give their authorization for the Trust to deposit the check. There is also a spot next to the signature line for them to write the date they are signing the form.
5. If there is a second person listed on the check, that 2nd person will need to fill out the 2nd row of signature lines.
6. The Notary Public will fill out their section on the bottom half of the page to show that they verified the identity of the person signing the form.