



Expand Your Notary Business with Mobile Trust Assignments

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Objectives

- Learn what trusts are
- Identify the Notary's role
- Familiarization with common documents in a trust
- Finding trust assignments

Roadmap

- What is a living trust
- Why purchase a trust
- Who are the signers
- Similarities to Loan Signings
- Trust Vocabulary 101
- Delivery Agent Role
- Presentation/Typical documents
- Completion of assignment
- Payment
- Finding these assignments

What is a Living Trust

- **What is a Living trust ?**
 - Asset protection strategy
 - Provides successor management
 - Protect heirs/dependents

Why do people need a Trust?

- Safeguard assets during their lifetime with a plan for beyond
- Provide maximum estate tax savings
- Control assets in event of incapacity
- Avoid probate
- Not public

Who are the Signers?

- Who purchases a trust?
 - Married couples, single w/ children
 - Special needs dependents
 - Business owners/Owners of rentals
 - Those w/ assets over the threshold that triggers probate
 - Real property
 - Personal/financial assets

Similarities to Loan Signings

- Appointment may be in home/office/public venue
- Introduce documents/confirm personalized information
- Ensure signatures/dates
- Perform notarizations
- Pricing may established as package/flat fee

Vocabulary specific to Trusts

People Involved

- Beneficiary
- Conservator
- Executor
- Fiduciary

Vocabulary Continued

- Guardian
- Heir
- Testator
- Trustee
- Trustor/Settlor/Grantor

Vocabulary Continued

- Living Trust
- Probate
- Intestate
- Revocable vs Irrevocable
- General Assets
- Pour Over Will

The Delivery Agent/Notary Role

- Arrange the appointment directly
- Trust Documents: provided by Atty/Co
- Present documents for signature
- Notarize documents
- Witness non-notarized documents
- Organize documents to be returned
 - Attorney letters, deeds, duplicate docs
 - Give trust docs to signers
- Ship back copies w/ prepaid label if not with attorney

Typical Documents in Trust

- Declaration of Trust
 - Confirm Trustees, successor trustees, beneficiaries
- Pour Over Will
 - “sweater in the suitcase”
 - Witnessed only, Notary typically one of the witnesses
- Power of Attorney – Asset Management
 - Confirm primary AIF/Agent, successor agents

Typical Documents in Trust

- Advanced Health Care Directive

- Authorization to Release Protected Medical Info
 - May be part of AHCD or separate document

- Deed(s)
 - Affidavit death joint tenant,
 - Interspousal, quit claim

Additional Documents in Trust

- **Funding the Trust: make it valid**
 - Schedule A
 - Directives to banks requesting retitling of asset
 - Letters for Beneficiary planning
 - Assignment of Personal Effects

Additional Documents in Trust

- Certification of Trust

- Assignments to Trust
 - Assignment of Ownership to trust

 - Business

 - Digital Assets

Completion of Assignment

- Review for sign/notarization
- Hand over/ship additional documents
- Invoice or Receipt as appropriate
- Potential Homework for signer
 - Distribution of assets list
 - Retitle liquid assets
 - Beneficiary changes
 - Record Deed if Attorney or company is not doing this

How do I get paid?

- Payment
 - Direct : Upon Completion
 - Signers/Attorneys
 - Flat fee
 - Per notarization + travel
 - Trust Seminar companies
 - Flat Fee (like Title Company)
 - Typically 7-14 days

Finding Trust Assignments

INTERNET

- Your Website
- Business Facebook page
- Notary registry profiles
- Yelp!/Ads

Old School Relationship building/Networking

- Local probate/Estate Planning attorneys
- Affinity groups/mailings
- Attend Trust Seminars
- Family and business contacts
- Legal Plan Companies



Q & A

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