

Schedule C

Patriot Pooled Payback Trust Bill Paying Procedures

1.) PPT Created Through a Guardianship:

All invoices for a Patriot Pooled Payback Trust (PPT) established via a court ordered **Guardianship** should be submitted through the **attorney of record or the family**. This is determined by the attorney of record's ongoing involvement. The attorney will submit to Marquette Bank's Trust Dept. a court approved budget with the adoption agreement or as soon thereafter, as approved by the court. **If the PPT is established through a Guardianship with limited supervision and no approved budget, then the POA bill paying procedures should be followed. We would also require a letter from the attorney of record advising Marquette of this.**

When budgeted expenses are submitted, it is the attorney's responsibility to verify that the invoice amount does not exceed the annual budget amount for that category. **A brief cover letter or email listing the trust beneficiary, the account number and the nature of the expenditure, should accompany the invoice (No expense submission form is required).** If the expense is a special one-time approval, the approved court order should be submitted along with the invoice.

The attorney of record will be added to the monthly statement distribution mailing list or can access the account via our online inquiry PAL system (Contact Diane Hall). Accountings filed with the court are prepared by the attorney of record and the Section 1-109 Certification is signed by both Marquette Bank and The Veterans Legal Aid Society. **Please notify us as to the frequency of the required accountings when the account is opened.**

All expenses associated with a PPT Sub-Account created under a Guardianship with an approved budget, should be sent directly to Marquette Bank for processing.

Via Email (preferred)

To: Diane Hall: dhall@emarquettebank.com

cc: John Power jpower@emarquettebank.com

Via Fax: Diane Hall 708 460-5415

2.) PPT Created by the Power of Attorney for Property or Created by the Beneficiary

All invoices for a Patriot Pooled Payback Trust (PPT) established via a Power of Attorney for Property or by the beneficiary (physically disabled) will need to be approved by the Veterans Legal Aid Society to ensure that the expense is appropriate and does not jeopardize any government benefits received by the beneficiary.

Recurring Fees

Veterans Legal Aid Society can issue the initial approval and then any subsequent payments for the below mentioned expenses, can be sent directly to Marquette Bank for processing. This will help to expedite the payment process.

The following expenses are considered recurring expenses:

- Real estate taxes - (Original tax bill must be sent to Marquette Bank)
- Association dues for home, condo or townhouse
- Utilities
- Telephone and/or cell phone
- Cable or satellite TV
- Recurring prescription drugs

Non Recurring Fees

All other types of expenses (non recurring) must be submitted directly to The Veterans Legal Aid Society for approval. For all expenses under a POA or created by the beneficiary a "Request for Distribution" form should be prepared and submitted along with the actual invoices. If the expenses are charged on a credit card, the credit card statement should also be included. If the request is for reimbursed expenses for care giving, transportation costs (i.e. mileage allowance or tolls & parking), or legal fees, detail needs to be provided as to date, costs, miles and services rendered.

The "Request for Distribution" form is included as a separate attachment. If the expense submission is for:

- 1.) **Non recurring expenses** (see above), or the **initial expense submission for approving recurring** expenses, then submit the form with the appropriate documentation to:

The Veterans Legal Aid Society
Email: fhvlas@gmail.com or
Fax: 815 462-0172

- 2.) **Previously approved recurring expenses** then send directly to:

Via Email (preferred)
To: Diane Hall: dhall@emarquettebank.com
cc: John Power jpower@emarquettebank.com
Via Fax: Diane Hall 708 460-5415