

**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, therefor, 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. Parkway Bank is unable to prepare or record the Deed in Trust.
6. 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.