



## Checks Guidelines

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### 1. Trust Enrollment Fee:

The Foundation of the Arc of Northern Virginia charges a one-time fee of \$1,050.00 to establish a Self-Funded or Family-Funded Trust.<sup>1</sup>

Enrollment fee checks must be made out as follows:

**Payee:** Foundation of the Arc of Northern Virginia

**Memo Line:** Enrollment Fee, [SF/FF] SNT fbo [Name of Beneficiary]<sup>2</sup>

A single check **may not** pay for more than one beneficiary's trust enrollment fee.

### 2. Deposits into a Trust Sub Account:<sup>3</sup>

Checks for funds to be deposited into a Trust account must be made out as follows:

**Payee:** Foundation of the Arc of Northern Virginia

**Memo Line:** [SF/FF] SNT fbo [Name of Beneficiary]<sup>4</sup>

Single checks **may not** be written for multiple trust sub accounts.

**Please mail Trust Enrollment Fee Checks AND Trust Deposit Checks to:**

Assistant Director of Trusts  
The Arc of Northern Virginia  
3060 Williams Drive, Suite 300  
Fairfax, VA 22031

**Please Note:** Enrollment fee checks and trust deposit checks which do not follow the above format will be returned.

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<sup>1</sup> A second trust established for the same beneficiary or another individual in the same family receives a discounted enrollment fee of \$775.

<sup>2</sup> SF = Self-Funded OR FF = Family-Funded; SNT = Special Needs Trust; fbo = for the benefit of.

<sup>3</sup> Checks for initial deposits to newly established trusts AND checks for deposits to open trust sub accounts.

<sup>4</sup> SF = Self-Funded OR FF = Family-Funded; SNT = Special Needs Trust; fbo = for the benefit of.