



Security for People with Special Needs since 1990

office | 804.740.6930 toll free | 888.241.6039 fax | 804.740.6065

address | PO Box 29408, Richmond, VA 23242-0408

Sample Letter to Family Members & Friends

If you wish to share information about the existence of the Third-Party Pooled Special Needs Trusts that you have established with CCT for the benefit of your loved one, please refer to the following sample letter that provides information on how additional bequests to the trust can be made by family members and friends.

Dear (Name of Family Member or Friend) :

The following information is important if you plan to leave (Name of Beneficiary) monies, proceeds from sale of property, or any other cash-equivalent assets, either outright, through your will or through a beneficiary designation.

We have established a Special Needs Trust with Commonwealth Community Trust. One of the benefits of this trust is that it will protect eligibility for entitlements such as Social Security Income (SSI) and Medicaid. Commonwealth Community Trust's Third-Party Pooled Special Needs Trust is set up to receive funds for the benefit of (Name of Beneficiary) as funds in the trust are not counted as income or assets.

If (Name of Beneficiary) receives any money or assets directly, he/she could lose eligibility for Social Security Income (SSI) and Medicaid benefits. These services would be re-instated only after all the inherited or gifted assets are spent down to \$2,000.

If (Name of Beneficiary) is named in your will, or if he/she is included under the term of "per stirpes", please change the wording for this bequest to the suggested language below. Also, if there is any beneficiary designation in your IRA, pension, or insurance policy that includes (Name of Beneficiary) as a beneficiary or contingent beneficiary, please review the suggested language below.

Suggested Language:

"The Trust Company of Virginia, or its successor, as Trustees of Commonwealth Community Trust dated October 9, 1990, as amended, for the benefit of (Name of Beneficiary) "

If you have questions, contact Commonwealth Community Trust at (804)740-6930 or visit www.trustCCT.org.

09/2016