Checks Guidelines

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.\(^1\)

**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]\(^2\)

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

2. Deposits into a Trust Sub Account:\(^3\)

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]\(^4\)

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
2755 Hartland Road, Suite 200
Falls Church, VA 22043

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

---

\(^1\) A second trust established for the same beneficiary or another individual in the same family receives a discounted enrollment fee of $525.

\(^2\) SF = Self-Funded OR FF = Family-Funded; SNT = Special Needs Trust; fbo = for the benefit of.

\(^3\) Checks for initial deposits to newly established trusts AND checks for deposits to open trust sub accounts.

\(^4\) SF = Self-Funded OR FF = Family-Funded; SNT = Special Needs Trust; fbo = for the benefit of.