



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
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.

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.