



Trust Checklist

Please use this checklist of requirements that will assist Windsor Life to process the request to place your policy into Trust. Windsor Life strongly recommends that you seek legal advice from your solicitor before taking any further action.

- The Original Trust Deed
- In addition to the completed trust form, we will also need identification for the policyholder(s) and any new trustee(s). For each party, this identification should be one item from the following Primary identification list, and one item from the Secondary identification list;

Primary ID

- Original/Certified* Passport (current version only) or
- Original/Certified* Drivers Licence (full current version, **not** provisional) or
- Current Benefit Book/Statement or
- HM Revenue & Customs Coding letter

Secondary ID

- Utility bill (within last 3 months) e.g. gas, phone (please note that mobile phone bills are not accepted).
- Council Tax bill or payment book (for current year only)
- Bank or Building society statement (within the last 3 months)

*Certified copies may be provided. Copies must be marked as "original seen" and signed and dated by the certifier. Suitable certifiers are:

- UK Lawyer
- Banker
- Authorised Financial Intermediary
- MCCB regulated Mortgage Broker
- Accountant
- Teacher
- Doctor
- Minister of Religion
- Postmaster/Sub Postmaster

Please note that if a specific beneficiary is named in the trust deed, we will also require one of each form of identification for that individual. This will help us to pay benefits more promptly in the event of a claim.

And note the following:

- Use of correction fluid will invalidate forms.
- For security reasons we would be grateful if you would send us original documents where requested, which will be returned to you on the day of receipt by recorded delivery. We do not accept certified copies because of the potential there is for photocopy documents to assist in the perpetration of fraud. Even authorised photocopies do little to prevent forgery, as inherent security features such as watermarks are still absent.