

How to Name as Corporate or Successor Trustee (Drafting or amending a trust)

1. Contact BOK Financial Advisor Trust Services (BOKF ATS) department to discuss your client specific trust needs and to obtain an overview of the process.
 - a) Rosemary Hueser at 888-957-6678 or RHueser@BOKF.com.
2. Advisor to obtain the following documents for clients and/or attorneys to utilize.
 - a) Sample directed or delegated language
 - b) Schedule of fees
3. Draft trust documents should be reviewed by BOKF for accuracy of trustee and advisor role and ability for trustee to execute trustee role.
4. Advisor/attorney provides copy of executed trust documents to ATS Department/Trust Officer for our records.

How to Open a Trust Account (Transferring an active trust to BOK Financial Advisor Trust Services)

1. General Information
 - a. Contact Advisor Trust Services (ATS) department to discuss your client situation and receive an overview of the account acceptance process.
 - i. Rosemary Hueser at 888-957-6678 or RHueser@BOKF.com.
 - ii. Advisor completes the Trust Referral Form and provides information on trust opportunity to review (trust document, amendments, codicils, and recent statement of assets, estimated advisor fee, beneficiary distribution needs/expectations, background, etc.)
 - iii. Upon review, guidance is provided as to BOKF's ability to serve and continuation with the account approval/opening process. Determination of Directed or Delegated Investment Authority and associated fee schedule provided.
2. Due Diligence Information for Advisor and/or Firm
 - a. Advisor completes Advisor and/or Firm Profile forms and sends completed forms and supporting documents to ATS department contact. Approval is required prior to BOKF being engaged as an active trustee. The review/approval can occur simultaneously as the trust review and approval process.
3. Trust Discussion Call - Advisor to have an initial call with Rosemary Hueser to discuss the trust opportunity.
4. Trust Referral Form – Advisor to review, complete and sign the Trust Referral Form and return to Rosemary Hueser with information requested therein.
5. Legal Review - Initial legal review of pertinent documents by Trust Manager.
 - a. Trust Manager will communicate any follow up questions or additional information needed in order to complete initial review.
 - b. Once all information has been provided, Trust Manager will assign a Trust Officer to the relationship.
6. Introduction to Trust Officer
 - a. Trust Officer will schedule an initial introductory call with Advisor to review any outstanding questions, discuss the administrative provisions of the trust and beneficiary expectations, next steps for onboarding the trust(s), etc.
 - b. Trust Officer will schedule an introductory call with the beneficiaries to review administrative provisions, set appropriate expectations and explain next steps for onboarding the trust(s).
7. Approval
 - a. Review and approval of Firm, Advisor and Account by internal Risk/Compliance BOKF committee. Results communicated to the Advisor.
 - b. Trust Officer creates Trust Transfer Packet which includes, but not limited to, transfer memorandum, acceptance, interested party forms, etc. and sends to Investment Advisor.
8. New Account Opening on Custodial Platform Paperwork
 - a. Introduction to BOKF New Account Opening Officer who works with Advisor to obtain and complete pre-approved custodial paperwork to set up the account and acquire appropriate signatures for submission.
 - i. Paperwork - Account opening, asset transfer/move money, online access, money market designation form, other.
 - b. Advisor Licensing
 - i. Advisor to be licensed in the state of resident of the "Client." In a trust scenario, the "Client" is the Trustee. Account opening paperwork will reflect the state location based on the address of record of the client/trustee. This process needs to occur BEFORE any account opening paperwork is executed by Trustee. Check with your compliance department for verification.
 1. OK, AZ, KS, MO, TX or CO – guidance provided by Trust Officer.
 - c. Distributions and Trustee Fees
 - i. For all trust distribution needs and trustee fees, a cash account is set up on BOK system (separate from advisor's custodian) to cover approximately 6 months up to 1 year of estimated distribution needs. If directed, money market designation form is necessary.
 - d. Advisor to provide to BOKF:
 - i. Custodial account #, online access to account (view only), cost basis information, LTHC tax lot disposition method, and notice of account funding date.

Questions? Rosemary Hueser, SVP, Manager of Advisory Trust Services – 888-957-6678, RHueser@BOKF.com

www.BOKFinancial.com/AdvisorTrustLibrary