



Operational Procedures for the Abbit Master Trust

Following are the operational procedures regarding the Abbit Master Trust system of deposits and disbursements. It is imperative that the procedures are followed to ensure uniform compliance and comfort for both you and the escrow agent.

DEPOSIT TO SYSTEM

The following items must be sent when making an initial deposit to the system:

1. **CONTRACT**
The contract buyer must sign a contract that meets the requirements of the law, and has been filled out completely.
2. **NEGOTIABLE CHECK**
A negotiable check must be sent with the contract. The check may be made payable in one of the following fashions:
 - A. The preferred method is to have the contract buyer make the check payable to Abbit Master Trust and send it to Abbit with the completed contract and Deposit Form.
 - B. The contract buyer may make the check payable to your firm. Your firm may in turn issue a check payable to Abbit Master Trust and send it to Abbit with the completed contract and Deposit Form.
 - C. The contract buyer may make the check payable to your firm and you endorse the check to Abbit Master Trust.

NOTE: The payment to Abbit Master Trust is necessitated because Abbit Management Corp., a registered investment advisor with the SEC, is prohibited from taking possession of a client's assets. The account named Abbit Master Trust is owned by the escrow agent Fiduciary Partners. Payment to Abbit Management could be deemed a prohibited transaction.

3. DEPOSIT FORM

You must completely fill out the deposit form with all the information requested. The information must be in conformity to the contractual agreement.

NOTE: Electronic Transfer for Monthly Time Payments for Trust. A separate Authorization Agreement must be completed by the contract buyer and sent to Abbit to establish authorization.

NOTE: Make sure a representative of your firm signs the bottom of the Deposit Form,

4. Form W-9 (Payer's Request for Taxpayer Identification Number and Certification) for the person responsible for the taxes must be completed.

NOTE: A Form W-9 is not necessary if on the contract there is a qualified Substitute form W-9 requiring a separate signature.

NOTE: All new accounts without a W-9 will be deposited to a QFT.

5. Abbit Management will mail a receipt letter, titled STATEMENT OF DEPOSIT, to all initial contract buyers. On transfer accounts from another escrow agent, a notice letter to the contract buyer of the transfer and the name of the new escrow agent must be sent within 30 days of the transfer.

PARTIAL WITHDRAWALS

1. You may call Abbit to request the current balance in an account or obtain the balance from our website at www.abbit.biz.
2. The contract buyer must request withdrawal from the account in writing. Complete the form titled Cancellation/Partial Withdrawal/Transfer Form. A representative from your firm must sign the form. If the contract buyer makes the request by letter, attaching the letter to form will satisfy a signature requirement of the contract buyer. If a Guaranteed Contract was used a new Guaranteed Contract should be filled out to reflect the balance left in account. In this case, the old contract is voided and a new one is signed by the contract buyer. The contract seller should attempt to retrieve the buyer's copy of the old contract to avoid confusion in the future.
3. The withdrawal check is always made payable to the contract buyer, unless otherwise designated by the contract buyer. The check will be mailed per the instructions on the form. ***All documentation must be received in our office before the check will be issued.***
4. For partial withdrawals which satisfy the "Physical Delivery and Retention" clause of PA 21 of 2004, the form called Partial Withdrawal for Cemetery

Merchandise should be filled out and signed by a representative of your firm. This form does not require a revised contract as the funds are being used to fulfill a portion of the contract.

CANCELLATION

1. You may notify Abbit by phone and request the current balance in the account, or obtain the balance from our website at www.abbit.biz.
2. Please use the form titled Cancellation/Partial Withdrawal/Transfer Form. If a personal letter is received, attach it to the completed form with a signature from a representative of your firm.
4. The cancellation check is always made payable to the contract buyer, unless otherwise instructed by the contract buyer. The check will be mailed per the instructions on the form. ***All documentation must be received in our office before the check will be issued.***
5. Cancellation following the death of the Contract Beneficiary, the Contract Buyer or the Contract Buyer's estate may cancel the prepaid contract only:
 - a. where there are no remains of the deceased;
 - b. where the remains of the deceased cannot be recovered;
 - c. where a prepaid contract was not utilized due to lack of knowledge by the persons entitled to make funeral arrangements of the existence of the prepaid contract.

FULFILLMENT OF CONTRACT

1. You may call Abbit to request a termination balance in account or obtain the balance from our website www.abbit.biz.
2. The provider must send the form titled Death Claim Form with signatures of the Contract Provider and Authorized Representative of the Contract Beneficiary. A completed Death Certificate may be used in place of Authorized Representative signature of Contract Beneficiary.
3. If a Guaranteed Contract, ***the check will be issued only when all necessary documents are received by Abbit Management Corp.***

4. If a Non-guaranteed Contract, a current “Statement of Goods and Services” must be provided as well as the Death Claim Form and a completed death certificate or the signature of an authorized representative before a check or checks will be issued.

For your information, the following phone numbers are available to assist you:

Abbit Office	(616) 842-0280 or (800) 232-2179
Abbit Fax	(800) 842-9075

Many providers find the FAX machine a useful tool to expedite the procedural process. All above transactions can be accomplished with the FAX except the deposit to account.

When an account is certified irrevocable by the State of Michigan, please forward a signed copy for the escrow file. The various government departments do rely on the escrow agent to provide verification regarding the status of accounts from time to time.

It is important to keep the escrow agent aware of any changes that occur regarding an account. This includes change of beneficiary, address change, type of contract, social security number or any other relevant item. If you have any questions regarding the above, please call. 1-800-232-2179