

THE ARC COMMUNITY TRUST OF PA
Trust Disbursement Request Form

Beneficiary Name		Beneficiary Acct #	
Print Name of Person Making Request on behalf of the beneficiary/ Relationship:			

TOTAL OF REQUEST

Invoice / Check copy attached

If Payment is approved, whom should the check be made payable to, and where should it be sent.	
Payable To	
Payment Mailed To:	

Describe the purpose of the request and how this purchase will help the beneficiary	
Signature of the Person making the request	Date

OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS AREA			
Check Memo:			
DISBURSEMENT ALLOCATION AND AMOUNT			
Bene Monthly Allotment		Trustee Fees - Other	
Trust Accountant Fees**		Trust Federal Taxes**	
Trust Investment Mgt Fees		Trust Property Taxes*	
Trust Legal Fees		Trust State Taxes**	
Trustee Fees - Initial		Other	
<small>*Only for fixed assets owned by the trust, ** Only for fees/taxes incurred by the trust</small>			
REQUEST STATUS:			
Need More Info:		Rejected:	
Approved by TA: (up to 2,500)	Dir. Approval: (2,501 - 5,000)	Board Approval: (over 5,000)	