

Estate Support Letter of Instruction (LOI)
For Deceased Personal (non-IRA) Accounts only.

1. Deceased Account Holder Name and or Account Number(s)

2. Requestor (designated owner, beneficiary, trustee, or representative of the estate) contact information*

Requestor Name

Mailing Address

Email Address

Phone number(s)

***Please include a copy of your unexpired government issued identification (DL, state issued ID or U.S. Passport)**

3. Instructions on what to do with the funds in the account(s)

Refer to Instructions & Definitions, page 3

Note: funds can only be disbursed via check or by internal transfer to an account within CIT Bank.

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4. Requestor Signature & Notary - Notary section must be completed by a Notary Public

Requestor Name (please print first, middle initial, last)	
<input style="width: 100%; height: 20px;" type="text"/>	
Requestor Signature (if applicable, sign in capacity i.e. Executor / Administrator / Personal Representative, Trustee, etc.) <i>Digital Signatures Not Accepted</i>	Date (mm/dd/yyyy)
X <input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

All Signature(s) must be notarized

State of _____

County of _____

On _____ before me, _____
DATE NAME OF NOTARY PUBLIC

personally appeared _____,
NAME(S) OF SIGNER(S)

personally known to me **OR** proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal. _____
SIGNATURE OF NOTARY



How to submit this form and the required documents:

Existing customers may sign into their CIT Bank account and click *Communications > Document Upload (category: Legal Document)*

Non-customers may use the following methods:

- By mail: CIT Bank, P.O. Box 7056, Pasadena, CA 91109, Attn: Estate Support
- By fax: 1-866-914-1578
- NOTE: An original Death Certificate is required and must be mailed in.

Instructions and Definitions

Letter of Instruction (LOI)

A letter giving an order or authority to carry out specific instructions on behalf of the sender (i.e., remove the deceased/retitle, close out and transfer funds to a new account). The letter must be signed with a notary acknowledgment. An acceptable letter of instruction must include the following:

1. Deceased account holder name and or account number(s).
2. The requestor's contact information (e.g., phone number, email address, mailing address).
3. Instruction for handling the account(s):
Note: funds can only be disbursed via check or by internal transfer to an account within CIT Bank.
4. All requestors' signatures notarized with notary acknowledgment.

Notary Acknowledgment

A notarial act whereby the signer of a document formally declares a signature before a public official (usually a notary). The signer also indicates to the notary that he/she signed the document of his/her own free will and was not coerced into signing a document that he/she did not want to sign. An All Purpose Acknowledgment is included on the document.

Original Death Certificate/Vital Record

A legal document issued by a medical practitioner certifying the deceased state of a person. To obtain a copy, contact the county or state vital records office in the place where the death occurred.

Letters Testamentary

A legal document issued by a probate court that gives an executor the power to act in a fiduciary manner on behalf of the estate.

Letters Administration

A legal document issued by a probate court that gives authority to administer the estate of someone who has died without making a will.

Copy of Identification

Unexpired government issued identification (e.g., State issued driver's license (DL), State issued ID card, U.S. Military ID card, U.S. Government ID Card, U.S. Passport, etc.)