

**AGREEMENT
TO PROVIDE TRUST ADMINISTRATION SERVICES
(INDIVIDUAL)**

AGREEMENT dated [DATE] by and between:

[TRUSTEE]

(the "Trustee"), and

PLANNED GIVING CONCEPTS, INC. (the "Administrator")

W I T N E S S E T H:

WHEREAS, the Trustee wishes to retain the Administrator as its agent to carry out certain administrative services necessary to accomplish the functions of Trustee of a Charitable Remainder Trust; and

WHEREAS, the Administrator agrees to carry out such functions for and on behalf of the Trustee;

NOW, THEREFORE, in consideration of the covenants and agreements hereafter set forth, and other valuable consideration, the parties agree that upon the following delegation of trustee duties between the Trustee and the Administrator, and that the Administrator shall provide the following administrative services:

A. RIGHTS AND RESPONSIBILITIES DELEGATED TO THE ADMINISTRATOR

1. The Administrator shall account for the receipt of trust income and payment of trust expenses by the Trustee and assist the Trustee in the computation of the required distribution to the income beneficiaries of the trust.
2. The Administrator shall account for the allocation of trust earnings and expenses to principal and income in accordance with the trust and applicable governing law.
3. The Administrator shall maintain accounting records pursuant to I. R. C. Sec. 664, and the Treasury Regulations thereunder, and account for any net income deficiencies as the same may be required by I. R. C. Sec. 664, and the regulations thereunder.
4. In accordance with the trust and applicable federal and state law, the Administrator shall prepare and provide necessary periodic statements and annual accounts, and prepare and provide tax forms related to the trust including I. R. S. Forms 5227, 1041-A, 1041, 8282 and the Substitute Forms K-1 for each

beneficiary, and applicable trust income tax returns required by the law of the state under whose law the trust is being administered.

5. Upon request by the Trustee, the Administrator shall assist the Trustee in determining the value of all "hard to value" assets for which market quotations are not readily available, as follows: By assisting in the procurement of appraisals, appraisal updates, market value quotations, or any other valuation information or data determined by the Trustee and Administrator to be pertinent and reliable.
6. The Administrator shall handle all necessary trust distributions, including (a) coordinating with the Investment Advisor(s) the timely liquidation of trust assets in a sufficient amount to cover all necessary trust distributions (including distribution of principal to the charitable remaindermen); (b) advising the Investment Advisor(s) to prepare checks to cover payment for such distributions; (c) obtaining such checks from the Investment Advisor(s); and (d) transmitting such checks (or the fund(s) they represent) to those entitled to receive them.
7. Unless otherwise provided in this agreement, the Administrator shall have access to all legal documents creating the trust, trust asset inventories and appraisals, investment records and statements, checking and savings account statements, records of income receipts and statements of expense, and such other information pertaining to the trust within the custody and control of the Trustee which the Administrator determines is necessary to carry out its duties under this Agreement. Unless otherwise provided in this agreement, the Administrator shall also furnish to the Internal Revenue Service, and any state or local taxing authority, or to any court of competent jurisdiction, any information that it has in its custody necessary to comply with all state and/or federal rules and regulations concerning the trust. Unless otherwise directed in writing by the Trustee, the Administrator may forward copies of such information to:

The Beneficiaries

The Independent Special Trustee (if any)

The Investment Advisor

Legal Counsel for the Trustmaker

Subject to the provisions of paragraph 9, the Administrator shall retain and be responsible for the safekeeping of all trust accounting records entrusted to it by the Trustee and shall provide such records to the Trustee upon request.

8. In the event this Administration Agreement is terminated by the Administrator or trustee, the Administrator shall submit to the Trustee an accounting of all trust investment activity of which the Administrator is aware covering the period

through the last calendar quarter preceding the date of termination.

9. The Administrator is hereby given the power to perform any act necessary to conduct its duties under this Agreement including, but not limited to, the power to endorse and cash checks on behalf of the Trustee for the purpose of facilitating trust distributions and contributions, and the power to direct the Investment Advisor(s) or their custodians or agents to provide funds necessary to make the distributions noted in Paragraph 6 and to pay (from principal only) any life insurance premiums on trust-owned life insurance policies.
10. Unless the Administrator receives written notice to the contrary from the Trustee or its counsel, the Administrator shall presume that the trust is qualified as a charitable remainder trust under Section 664 of the Internal Revenue Code of 1986.

B. RIGHTS AND RESPONSIBILITIES OF THE TRUSTEE

1. The Trustee may select and retain, in its sole discretion, qualified investment advisors to manage the trust assets according to the investment objectives selected by the Trustee; however, such investment advisors shall make only those investments which are acceptable to the Administrator and which do not result in the disqualification of the trust as a tax-exempt trust.
2. The Trustee shall determine the investment objectives of the trust.
3. The Trustee (and any Independent Special Trustee) shall provide, or cause the Investment Advisor(s) to provide, all investment, information, documentation, account and financial statements pertaining to the trust which shall be required by the Administrator to properly account for the trust, specifically including:
 - a. money reports on all securities transactions on behalf of the trust;
 - b. a monthly report itemizing all trust income earned by the trust during the month;
 - c. a monthly report itemizing all expenses paid by the Trustee (or the Special Independent Trustee, as the case may be) during the month;
 - d. with regard to sales or conveyances of real property, business property (including closely-held stock) or tangible personal property, copies of all proposed Sales Contracts, Real Estate Deeds, Bills of Sale and other conveyancing documents (said documents to be provided at least 15 days prior to the sale or conveyance);
 - e. with regard to such sales as noted in paragraph d, copies of all financing arrangements to facilitate such sales (said documents to be provided at

least 15 days prior to the sale);

- f. with regard to sales of real estate, copies of all closing statements (said closing statements to be provided within 15 days after closing);
 - g. copies of all IRS Form 8283 that are required to be signed by the Trustee;
 - h. copies of all rulings by the IRS, or any court or other legal authority with respect to the trust.
4. It shall be the responsibility of the Trustee (or the Independent Special Trustee as the case may be) to perform all annual valuations of trust assets, and to select and retain appraisers who are qualified to make such appraisals for valuation purposes.
 5. The Trustee shall consult with the Administrator before encumbering any trust property with debt or borrowing any funds on behalf of the trust.
 6. The Trustee shall consult with the Administrator before accepting any additional contributions or property to the trust.
 7. The Trustee shall report to the Administrator any acts of self-dealing (as defined in Section 4941(d) of the Internal Revenue Code of 1986) within 15 days of the date that the Trustee becomes aware of such acts.
 8. It shall be the responsibility of the Trustee to execute and file any trust tax returns prepared by the Administrator and provided to the Trustee.
 9. The Trustee shall provide the Administrator with a Limited Power of Attorney which authorizes the Administrator to deal with the Investment Advisor and facilitates the execution or the duties assigned to the Administrator.

C. EXCULPATION

The Administrator shall not be responsible for any losses incurred or other adverse consequences experienced as the result of any of the following: (a) decisions, directions, recommendations, or other actions of the Trustee and/or the Investment Advisor; (b) claims arising from the investment experience realized by the trust; (c) the selection by the Trustee of any investment which may result in the loss of tax exempt status by the trust or otherwise result in its disqualification as a charitable remainder trust; (d) any acts of self-dealing by any disqualified person; (e) any acts of negligence, misfeasance, or nonfeasance with respect to the administration of the trust that were committed before the date of this agreement by the Trustee, or its agents, and (f) any breach of the Administrator's duties under this Agreement, the proximate cause of

which is either incorrect, incomplete, or untimely information provided by the Trustee (or the Independent Special trustee, as the case may be), to the Administrator; or the intentional or unintentional withholding of information from the Administrator needed by it to perform its duties hereunder.

In any event, the Administrator shall not be responsible for the initial or continuing qualification of the trust as a charitable remainder trust under the Internal Revenue Code of 1986 and the applicable Treasury Regulations and rulings of the court or the Internal Revenue Service.

D. AMENDMENTS

This Agreement may be amended, but such amendment shall not be effective until both parties agree to the amendment, and the terms thereof, in writing.

E. TERMINATION

Either party may terminate this Agreement without cause by giving written notice at least sixty (60) days in advance of such termination. Upon termination, the rights and obligation of the parties shall cease, provided that such action shall not relieve either party of obligations imposed upon its for services rendered or to be rendered prior to such termination.

F. COMPENSATION

The Administrator shall be entitled to receive compensation for its services based upon its published schedule of fees in effect when such services are rendered, including reimbursement for the reasonable costs and expenses incurred in connection with its administrative duties under this agreement. The current Schedule for Compensation is attached hereto as Appendix A.

IN WITNESS WHEREOF, the parties have executed this Agreement the date first above written.

Trustee

Trustee

PLANNED GIVING CONCEPTS, INC.

By: _____
Thomas J. Ray, Jr.
President

APPENDIX A
SCHEDULE OF FEES
Administration of Charitable Remainder Trusts

Annual Fee:

An annual administration fee is based on the fair market value of the trust assets, and is calculated as follows:

<i>FMV of Trust</i>	<i>Annual Fee</i>
up to \$100,000	\$1,400 (\$1,500 for NIMCRUT)
\$100,001 to 250,000	\$1,400 plus \$4.80 per \$1,000 over \$100,000
\$250,001 to 750,000	\$2,120 plus \$3.25 per \$1,000 over \$250,000
\$750,001 to 1,500,000	\$3,745 plus \$2.00 per \$1,000 over \$750,000
\$1,500,001 to \$2,500,000	\$5,245 plus \$1.75 per \$1,000 over \$1,500,000
\$2,500,001 to \$5,000,000	\$6,995 plus \$1.25 per \$1,000 over \$2,500,000
\$5,000,001 to \$10,000,000	\$10,120 plus \$0.75 per \$1,000 over \$5,000,000
Over \$10,000,000	\$13,870 plus \$0.25 per \$1,000 over \$10,000,000.

The annual fee is payable quarterly based upon the valuation of assets at the annual valuation date (recalculated for subsequent additional contributions to a charitable lead unitrust). The fee includes quarterly income payments and 50 transactions per quarter. Additional income payments are charged at \$5.00 each. Transaction entries in excess of 50 per quarter are charged at \$0.25 each. Annual reports are issued to interested parties.

A separate \$350 administrative service fee is charged for special services which may include preparation of forms such as Form 8283 for non-cash contributions, additional annual contributions, and/or the charitable deduction calculation.

All administration costs are allocated to the principal of the trust at the time of the charge.

All direct out of pocket expenses incurred by PLANNED GIVING CONCEPTS, INC. on behalf of a trust shall be reimbursed, including, but not limited to, appraisals, real estate sales expenses, taxes, insurance, attorneys' fees, custodian fees, audit fees, etc.

Distribution Fee:

A distribution fee equal to one percent of the net fair market value of the trust assets is charged each time a distribution is made by a charitable remainder trust to a charitable remainder organization.

NOTE: All fees quoted herein are subject to change.
Rev. 2017