



# Distribution Payment Options

These are the options for requesting allowable disbursements from your trust. **Please note: Regardless of the option you select, a completed Request for Distribution form will be required before a distribution can be made.**

The usual turnaround time for issuance of checks is 5 business days. If appropriate request and documentation is received during the week (Monday – Thursday), a check will generally be mailed on Friday of the same week.

- 1. Paying an allowable bill.** Either have the company mail your bill directly to Arcare (8417 Santa Fe Drive, Suite 107, Overland Park, KS 66212) or you may submit a copy of your bill for payment. Make sure your name is on the bill. Payment will be sent directly to the company.
- 2. Purchasing an allowable item yourself using a charge card.** Once we receive the credit card bill and purchase receipts, we will pay the charge card company directly.
- 3. Purchasing an allowable item by going directly to a particular vendor.** You must request an invoice for the particular item and either have it faxed to us (913.648.0057) or you can mail it to us (8417 Santa Fe Drive, Suite 107, Overland Park, KS 66212). We will mail the payment directly to the vendor. If at any time the store has questions, please have them call 913.648.0233 and speak with Barb or Jana.

For example, let's say you want to purchase a computer. You would go to a store and pick one out. Then ask an employee provide an invoice or a slip with the following information:

- Name and phone number of a contact person at the store
  - Name of the store
  - Store address
  - Description of the item
  - Cost of the item, including applicable taxes/fees
- 4. Online ordering.** This is a service we offer for a fee. With detailed information, Arcare staff will place an online order for you. Depending on the vendor your order may be scheduled for pick-up at your local store or items can be shipped directly to you.
  - 5. A friend/family member can loan you money for an allowable item.** Arcare can then repay that person once we are given an invoice, proof of payment and a completed Request to Repay Loan form.

As a reminder, we cannot make a check out to you directly. All checks must be made out to a vendor.

Sincerely,

*Arcare Trust Administration*