



SUBMISSION PROCEDURES

- Requests for payment must have a description of the payment and a total on the **DISTRIBUTION REQUEST FORM**
- To put a bill on repetitive payment, use the **AUTO PAY REQUEST FORM**
- Requests for payments to vendors doing contractor work for home improvements or repairs must be submitted with a **VENDOR PAYMENT REQUEST FORM**
- If two signatures are required both will be necessary prior to distribution. (divorced parents, co-guardians, etc.)

TURNAROUND TIMES FOR DISTRIBUTION REQUESTS:

Normal processing time for a distribution is **5 business days**. Incomplete requests or requests with outstanding concerns may take longer to process.

ELECTRONIC SUBMISSION OF DISTRIBUTION REQUESTS:

Although email is fast and easy; it can be confusing when opening, sorting, and auditing attachments. When submitting email requests:

- Attach a completed **DISTRIBUTION REQUEST FORM**
- Set your smart phone to save images as a “.jpeg” for easy conversion into a “.pdf” for storage. Some file types are incompatible or create too large or too small an image for conversion once received in the office.
- Utilize the subject line to make it related to the request attached. For example: Dance School Tuition or Vacation Hotel.

Visit www.continental-trust.com to submit an online form. Click the “Beneficiary Resources” menu and scroll to the bottom, click “View Our Forms”.

Feel free to make as many copies of our printable forms as you wish to have on hand when you need to request a distribution.