

Center for Disability Rights, Inc.

497 State Street Rochester, New York 14608 (585) 546-7560 V/TTY (585) 546-7567 FAX
PooledTrust@cdrnys.org

Community Supplemental Needs Trust

Disbursement/Withdrawal Form Instructions

In order for CDR to pay bills for you, we need a copy of the bill and a disbursement/withdrawal form filled out for each bill. Once the form gets approved it will be good for one year. However you still need to send in your bills each month in order for CDR to pay the bill.

For Credit Cards the whole credit statement, listing transactions must be sent in monthly in order for it to be paid.

For Rent we need a disbursement/withdrawal form and a lease stating terms and amounts due. If no lease is available you can submit a bill each month for us to pay. The last option would be to complete a Rental agreement to be used in place of a lease and then we can pay your rent automatically each month.

To Fill Out a Disbursement/Withdrawal Form:

- #1 enter your name and complete address
- #2 the amount you want paid on the bill
- #3 Please check one box:
 - Every month - if you want CDR to pay the bill each month, even if the amount might vary from month to month
 - ONE time - if you will only want this bill paid ONE time
 - if neither box is checked CDR will default to Every month
 - even if you checked Every month, you still need to send in a bill every month for the payment to be made
- #4 what is being paid (example: utility bill, food, clothing, rent and etc.)
- #5 (**Only used for rent**) state which month and day you want the rent to start being paid
- #6 list the name and address of the company/person CDR will be paying
- Please sign and date the form

Please send the form and bill to CDR using one of the following methods:

Mail: CDR - Pooled Trust
497 State Street
Rochester, NY 14608

Fax: 585-546-7567

Email: Pooledtrust@cdrnys.org

You can get extra disbursement forms on our website cdrnys.org/pooledtrust

Any questions please call our customer service representatives at 585-546-7560