**RV Appointment Checklist**

# My To-Go Bag is Ready

* Yep! I’m ready!
* No, I still need the following:

# Set Your RV Appointment

* If you received an email with a SafeLink website, go register, answer a few multiple-choice questions about yourself derived from public records; If your email simply has an 800 number to call, please be aware that the moment you call and book an appointment you may be under NDA and unable to speak, text or email anyone. Do all you need to do before you call.
* You may just receive an 800 number to call from a friend or internet connection. Call the 800 number, give them your **preferred zip code** (ideally not too close to you)
	+ Tell them if you have Zim bonds or currency or both. *Do not tell them amounts.*
* Reportedly, you will be transferred to the appropriate center for that zip code to schedule with them.
* Set your appointment (Unless you will need an appointment where someone comes **to** you)
* ***When to ask for a supervisor***:
	+ ifyou need back-to-back appointments (ask how they would prefer those arrangements to be completed)
	+ if you are a US citizen outside the US
	+ if you have any extenuating circumstances
	+ ask any specific questions you have, like which Banks will be there, and if any Trust Management Companies or Private Bank will be there.
	+ if you are intending to bring someone with you, ask now! No more than **2 people per appointment**.
* Write down your appointment time and place, and follow all instructions provided on the call. Ask them to speak slowly, louder, etc. if necessary. Repeat info back to them for confirmation.

My Appointment address is located at:

My Appointment time is: Arrive ten minutes early:

My Appointment Code is: (if any)

# Bring With You

* A backpack, satchel, briefcase or other bag to hold everything and any cash coming back with you
* 2 forms of picture ID (passport, driver’s license, alternate ID, etc.)
* 2 utility bills preferably unopened, or copy of online statements if paperless
* 2 blue pens (do not sign in black: it means you are “dead to the State.”)
* Wristwatch: Respect the military operation and be on time.
* Tissues (or smelling salts? LOL)
* All currencies and bonds you hold (later it will be the lower street rate)
* Have photos on phone or photocopies of all your currencies in case there is a discrepancy
* 2 copies of your summary of currencies and bonds (spreadsheet of inventory or tally)
* 3 copies of your Irrevocable or Revocable Trust & Certification of Trust document (Your Trust must be notarized before you make copies and go to your appointment). Bring a copy minus the schedules which ought to remain private. All signature pages must be present in the copies.
* Checklist for Bank Perks so you know what you are planning on leaving with post-RV
* Addendum to NDA (Exclusions list, if applicable. E.g., only add your Successor Trustee)
* Power Of Attorney (if applicable because you are working on someone’s behalf)
* Bank Account(s) Documentation worksheet or blank paper for new accounts opened

# The Only Keywords to Use During Your Appointment

“**Exchange** my currency”

“**Redeem** my bond”

“Is there an **adjudicator** (means judge) present to help with this discrepancy?”

“May I please have a **structured payout** (interest payments) over 10 years at 10% per year?”

# Appointment Pre-Check

* Plan appropriate measures to ensure timely arrival and safety measures
	+ Familiarize appointment location/parking
	+ Leave early, plan for possible traffic/parking issues
* Bring ALL your bonds and currency sorted by country smallest to largest
* Remember the meeting is a “REDEMPTION/EXCHANGE” meeting ONLY. Meeting is approx. 20 minutes or less —do NOT use this meeting for questions on how to handle your wealth.
* Bring the following
	+ Address of appointment
	+ Time of appointment
	+ Photo ID #1 – driver’s license or state issued ID
	+ Photo ID #2 – passport or birth certiﬁcate
	+ Two different utility bills which show your address (medical bills, credit cards)
* Bring all completed documents (from above list)

PLEASE NOTE—THE EXCHANGE/REDEMPTION CENTERS MAY HAVE THEIR OWN VERSIONS OF ANY NUMBER OF THE ABOVE LISTED DOCUMENTS

* Identification requirements are the same for anyone joining at the meeting. E.g., spouse, friend
* **Understand the seriousness of the NDA** – we expect:
	+ All calls, text messages and voicemails may be logged and/or recorded
	+ All social media networks and forums are monitored
	+ Strong possibility that redemptions will be cancelled for anyone who breaks the Non-Disclosure Agreement by discussing the RV exchanges, currency or bond rate, amounts, interest agreements, appointments, or redemptions, anyone you saw there, worked with, etc. You could put people’s lives at risk by sharing where this facilitation is happening. Be wise.
	+ Only those with a definite need to know should be added to NDA exclusion list (people can know you have money or a project – just not how or SOURCE OF FUNDS)
	+ Avoid sharing confidential information with your friends and family. Even telling your kids puts you at risk.
	+ "Everything you text, write or say can be used against you.”

**Things to Expect At Your Meeting**

* Be respectful (think interview), dress respectfully for a banking appointment. Some people have been homeless; we suggest you find a shelter to shower and wear your cleanest clothing. Avoid being flashy because you do not want to draw attention to yourself.
* Upon your arrival and entry into the center. You will identify yourself, show your identification and address verification info (2 of each). Be prepared to confirm random data points on your credit report.
* You will be asked to sign an NDA; give them your NDA exclusion list if you have one; get a copy of what you sign.
* You may be taken to watch a 3-minute video that explains the process.
* You may then be escorted to your appointment meeting. There will be 2 or more people in the meeting with you. A person handling your exchange/redemption, and a witness, or Wealth Manager or a Relationship Banker or both. Ask which one will be able to help answer any questions.
* Advise them you have Zim and/or Currency and if you have a Humanitarian Project
* State, “I learned about the Privately Negotiated Rates for people with projects. May I please learn more about those specific rates now, and whether or not there is an NDA attached to those rates and its duration.”
* Advise them you have Currency ONLY and if you have a project
* Give the Bank Officer copies of your Trust and Certification of Trust with IRS Letter, if any
* Currency Exchange;
	+ Start giving them the currencies one country at a time with the matching Tally Sheet
	+ After they have authenticated and counted a currency, if you have a corresponding Verification Form that shows the currency was authenticated and the total amount of exchange in USN for them to complete and sign the exchange rate agreement, get the deposit slip. Fill in the account number on the Bank Accounts documentation sheet for your records. Repeat with all the different types of currency you have. *Not ready for exchange currencies* will be taken and you will get a Safe Keeping Receipt or “SKR.”
* The Center Personnel will set up accounts for each currency and deposit funds from each exchange

Create an identifying name for each account. ie: Trust Name -VD, -ID, -IRR, -IDR

* **Also, you want to make sure the Financial Crimes Enforcement Network “FinCEN report” reflects that this is a currency exchange only**. (This report is generated by them at this time)
* If you have a project (FYI: it’s unrealistic that this may occur with ~10M people to be processed)
	+ Deliver short overview, requesting the project funding
	+ Request your Personal Banking Assistant talk to a manager on your behalf
	+ Leave Dong/Dinar project proposal with a manager
	+ Ask that the project be funded from humanitarian funds
* Request that they flag all new bank accounts as;
	+ *“Restrict Access from Non-Essential Bank Personnel Also Non-training/No Testing flag”.*
* Review the Bank Accounts Documentation form and verify the information
* Verify deposit slips for each currency
* Request clean and clear certificates (3) for each account amount deposited
* Receive your Debit card (per currency) usage instructions and request the amount limit on each card

**Remember to leave with copies of everything you signed!**