

Required Documents for Individual Trustee Services

Required for all Trusts (New & Existing)

Valid Government Issued Photo ID for all parties named in the Trust

W9 - U.S. Person or W8BEN Foreign Person or W8BEN-E - Entity

Signed Fee Agreement

Trust Document - Final Version (executed copy, if available)

Trust Client Information Form

Family Tree

Trust Tax Preparation Plan (if an outside preparer will be used, provide contact information)

Anticipated Distributions (if applicable)

If an EIN is Needed, will Trustee Obtain EIN?
If not, who?

Trust Holding Unique Assets (New & Existing)

All:

- Description or Chart of Underlying Assets

LLC:

- Operating Agreement of the LLC
- Name(s) of Other Individuals with a >10% Interest in the LLC

Corporation/Other Entity:

- Memorandums and Articles of Incorporation
- Bylaws
- Evidence of Ownership of Shares
- Name(s) of Other Individuals with a >10% Interest in the Entity
- Will the Trustee hold the Original Share Certificate?

Required for Existing Trusts Only

Prior Year Tax Return (if available)

Trust Statement from Prior Trustee (quarterly, semiannual, or annual)

Resignation or Removal of Prior Trustee and Appointment Document

Prior Trustee Acceptance of Removal (if applicable)

Receipt, Release, Indemnification and Refunding Document (if applicable)

Asset Protection Trusts

Affidavit of Solvency

Statement of Net Worth or Previous Year's Tax Return

GST Trusts

706 Tax Return for Trusts Created by a Deceased Grantor

709 Tax Return for Trusts Created by a Living Grantor