

TRUSTEE'S GENERAL TO-DO LIST

- Put all trust property, money and assets in the Trust's name immediately
- Open a bank account in the trust's name, deposit all funds and income in such, pay all trust asset expenses from such (if applicable and possible), keep receipts of all trust administration or asset-related expenses
- Send asset or service providers a letter and information to inform them of creation of the trust
- Update any beneficiary statuses required or allowed by the terms of the Trust
- Establish a federal EIN tax identification number
- Follow-up with an accountant about payment of taxes & file taxes if necessary
- Monitor and maintain financial records with receipts/invoices
- Maintain and safeguard trust property
- Collect and report any trust income/rent
- Provide beneficiary distributions required or allowed by Trust's terms and intent
- Make decisions about the trust or its property in accordance with the trust's best interests
- Run discretionary decisions or substantive changes by the Special Trustee and Trust Advisors as applicable
 - If you are the Settlor and also acting as your own Trustee, then notify the Special Trustee of any substantive changes or self-interested discretionary distributions
- Do an annual trust accounting (account for all trust income, losses, expenses, distributions, etc.)
- Hire specialists (accountants, attorneys, investors, etc.) to maximize trust assets in a safe way and address any trust concerns
- Provide any notices required by the Trust
- Administer the trust in all other ways necessary and reasonable

***Always sign "as Trustee" when sign anything on the Trust's behalf ***

Trust Name/Date: _____

Trustee(s) Initials: _____