

TRUST ADMINISTRATION CHECKLIST

Name of Trust _____

Trustee(s) _____

Date of Office _____ Initial _____ Successor _____

TIN _____ CPA _____

Documents & Procedures	Date
Fee letter	
Copies of Will, Trust, Amendments	
Acceptance as Successor Trustee	
Correspondence advising trustee re: responsibilities	
Correspondence to trustee re: fiduciary fee	
Correspondence to beneficiaries re: change of trustee	
Notice to trust beneficiaries enc trust documents/trustee acceptance (w/in 60 days after acceptance)	
File Notice of Trust with Court, if applicable	
File Original Will with Probate court, if applicable (due w/in 10 days custodian has knowledge of decedent's death)	
Obtain EIN for trust (and complete form SS-4)	
Schedule of distribution to trustee	
Accounting Initial () First & final ()	
Waiver of accounting/trust receipt sent to beneficiaries	
Calendar future distribution dates	
Calendar future accounting dates	
Form 1041	

