# Fiduciary Accounting Checklist

## Please provide the following information about your fiduciary accounting:

### Documents

- ☑ A copy of the trust documents, amendment, Last Will & Testament;
- ☑ A copy of the death certificate;
- ☑ List of assets with values:

  If a Probate Accounting, provide the Inventory & Appraisal;

  If no Probate, a list of assets with date of death values for each asset.

### Financial Assets

- ☑ Bank statements from each financial institution:

  Bank name ____________________

  Bank name ____________________

  Bank name ____________________

- ☑ Support documents for the deposits and debits to properly record the transaction and reason for the transaction;
- ☑ Brokerage statements from each financial service firm:

  Name of Company ____________________

  Name of Company ____________________

  Name of Company ____________________

- ☑ Life Insurance: if the trust is the named beneficiary a copy of the 712 and a statement of death benefit proceeds;
- ☑ For retirement benefits belonging to the estate, provide statements from the Custodian:

  IRA Custodian ____________________

  IRA Custodian ____________________

- ☑ Private or alternative investment statements (REITS, Limited Partnerships) that are not publicly traded;
- ☑ Accounts receivables or loans made to others, include the following information:

  Name of obligee, Original loan amount,

  Amortization schedule, Payments of principal and interest.

# Fiduciary Accounting Checklist (cont.)

### Real Estate

- ✓ Final escrow statement with settlement charges from real property sales;

### Tangible Personal Property

- ✓ Appraisals for any specific piece of property or "lots" (include furnishings, automobiles, jewelry, books or other items);
- ✓ Personal property sales: auctioneer or liquidator statements that identifies what was sold, when, sales prices and any commissions or fees;

### Debts of the Estate

✓ Home Mortgage

Institution: ______________________

Original Principal: ______________________

Terms of Loan: ______________________

Principal and Income Payments: ____________

Copy of Amortization Statement, if available

✓ Equity Line of Credit

Institution: ______________________

Original Principal: ______________________

Terms of Loan: ______________________

Principal and Income Payments: ____________

Copy of Amortization Statement, if available

✓ Credit Cards

Name: ______________________

Name: ______________________

Name: ______________________

Provide Statements During Accounting Period

✓ Auto Loans

Name of Finance Co: ______________________

Original Loan: ______________________

Terms of Loan: ______________________

Principal and Income Payments: ____________

### Specific Gifts Bequeathed to Individuals or Non Profits

Item bequeathed ______________ To Whom: ______________ Date: ________

Item bequeathed ______________ To Whom: ______________ Date: ________

Item bequeathed ______________ To Whom: ______________ Date: ________

Thank you, I look forward to preparing your accounting.

**Karen L. Fisher, Owner**
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