



Trust Accounting Checklist

Firm Name: _____ Contact: _____
Client File Name: _____ Phone/Fax: _____
Address: _____ Email: _____
City/State: _____ Court/County: _____

Information Required to Prepare and Complete Trust Accounting

ANSWER THE FOLLOWING QUESTIONS REGARDING THE DURATION OF THE TRUST ACCOUNTING

Reason for Accounting: [] Death of Beneficiary [] Trustee Change [] Trust Termination
[] Partial Termination [] Other _____

Accounting period: ___ / ___ / ____ thru ___ / ___ / ____

- 1. Prepare a First and Final Accounting? [] Yes [] No
2. Prepare an Intermediate Accounting? [] Yes [] No
A. Show distributions at inventory value? [] Yes [] No
B. Show distributions at market value? [] Yes [] No
3. Prepare Subsequent Accounting? [] Yes [] No
Dates of Prior Accounting _____
4. Will Principal on Hand on closing date remain in trust? [] Yes [] No
5. Will Principal on Hand on closing be subsequently distributed? [] Yes [] No
6. If Real Estate on hand at close, will it be distributed in kind? [] Yes [] No

ANSWER THE FOLLOWING QUESTIONS REGARDING ACCOUNTING SITUS

- 1. Prepare Full Principal and Income Accounting as required for Judicial Settlement [] Yes [] No
2. Prepare Principal Only Accounting. (May be used for informal settlement) [] Yes [] No

INDICATE COMMISSION INFORMATION AND FEE CALCULATION

- 1. Corporate Fiduciary (Bank) Commissions and Fees are Governed by:
[] Statutory Rate [] Agreement* [] Waiver*
2. Individual Co-Trustee's Commission and Fees are Governed by:
[] Statutory Rate [] Agreement* [] Waiver*

* Provide copy of Agreement or Waiver

Documentation **Required Information

- 1. **Complete Will or Trust Instrument
2. **Documentation supporting inception values
(i.e. Inventory; Estate account; Distribution Schedule; Receipts, etc...)
3. ** Copy of Prior Accounting, if applicable
4. **Transaction history for the account period
5. **Indicate any missing time period(s) and provide instructions as to how to reflect in the accounting.
6. **Agreements or written waivers regarding Co-Trustee commissions.
7. **Values as of 6/5/78 and 11/1/01 for use in preparing NY Statutory commissions.