

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

- | | |
|---|---|
| <input checked="" type="checkbox"/> Home Mortgage | <input checked="" type="checkbox"/> Equity Line of Credit |
| Institution: _____ | Institution: _____ |
| Original Principal: _____ | Original Principal: _____ |
| Terms of Loan: _____ | Terms of Loan: _____ |
| Principal and Income Payments: _____ | Principal and Income Payments: _____ |
| Copy of Amortization Statement, if available | Copy of Amortization Statement, if available |
| <input checked="" type="checkbox"/> Credit Cards | <input checked="" type="checkbox"/> Auto Loans |
| Name: _____ | Name of Finance Co: _____ |
| Name: _____ | Original Loan: _____ |
| Name: _____ | Terms of Loan: _____ |
| Provide Statements During Accounting Period | 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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