<u>TRUST ADMINISTRATION MEETING PREPARATION</u>

Please gather and bring the following information to your meeting:

- Decedent's full name
- Copy of **trust and will**…Let us know if they have neither.
- Trustee/Executor names (address, phone, email) – or who is to administer estate
- **List of all heirs and beneficiaries**—names, addresses, phone and email
- If available, copies of **death certificate.**
- **Asset List**
    1. **Current statements** for all bank accounts.
    2. Information on **any other financial assets,** such as life insurance, annuities, IRA's, stock, etc.
    3. **Real estate assets**, copies of deeds if available. Estimated FMV.
    4. **Abbreviated list of everything owned** with estimated values (i.e., household furnishings, artwork, jewelry, etc.)
- **List of income** (social security, pensions, etc.) and what has been done with the income, if anything.
- **Mortgage and other debts**—secured and unsecured (i.e., credit card debt)
- Does anyone owe him/her money?
- Was she/he predeceased by a spouse?