Nirenstein, Horowitz & Associates P.C.
AN ESTATE PLANNING LAW FIRM
Making a Difference One Family at a Time

(860) 548-1000
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Trust Administration Checklist

A simple guide to help you get organized after a loved one passes.

If you have been named as a trustee, you may be wondering what to do next. This simple checklist can help you start getting organized. You do not need to handle everything at once, and you do not have to figure it all out alone.

BEFORE YOU ACT

- ☐ Take a breath and remember that you do not have to do everything at once.
- ☐ Locate the trust and any related estate planning documents.
- ☐ Order several certified copies of the death certificate.
- ☐ Make a list of immediate questions for the attorney.

START HERE

- ☐ Find the original trust and any amendments.
- ☐ Locate the will, if there is one.
- ☐ Gather account statements, deeds, insurance policies, and business records.
- ☐ Make a list of trust assets.
- ☐ Identify any debts, bills, and ongoing expenses.
- ☐ Secure real estate, valuables, and important records.

Notes:

WHO TO CONTACT

- ☐ The attorney who will guide the trust administration process.
- ☐ Financial institutions that hold trust assets.
- ☐ Insurance companies.
- ☐ A tax professional, if needed.
- ☐ Beneficiaries who should receive updates.

Notes:

Helpful tip: *Keep a folder or binder with documents, statements, contact information, and notes from every conversation.*

Need guidance with trust administration? Our team is here to help.
Call (860) 548-1000.

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What Comes Next?

A few more steps that can help you move forward with confidence.

Trust administration can involve many moving parts, but you do not have to manage them alone. Use this page to stay organized and to start preparing for a conversation with our team.

1 KEEP THINGS MOVING

- ☐ Notify banks, investment companies, and other financial institutions.
- ☐ Review insurance policies and important account information.
- ☐ Obtain date-of-death values when needed.
- ☐ Continue paying appropriate bills and expenses.
- ☐ Safeguard property and keep records of what you do.

2 STAY ORGANIZED

- ☐ Keep copies of statements, receipts, letters, and emails.
- ☐ Track important deadlines and follow-up tasks.
- ☐ Write down questions from beneficiaries or family members.
- ☐ Save tax documents and other financial records.
- ☐ Avoid making distributions too early.

3 BEFORE DISTRIBUTIONS ARE MADE

- ☐ Review the trust instructions carefully.
- ☐ Make sure debts, expenses, and taxes are addressed.
- ☐ Prepare a list of what each beneficiary is expected to receive.
- ☐ Ask whether a final accounting is needed.
- ☐ Confirm the right timing before assets are distributed.

QUESTIONS TO BRING TO YOUR CONSULTATION

1. Do I need probate for any assets? ____________________
2. What notices should I send? ____________________
3. When can distributions be made? ____________________
4. What tax filings may be required? ____________________
5. What should I do first right now? ____________________

Helpful reminder: *It is okay if you do not have every document yet. A consultation can help you understand your next best step.*

Ready to talk through the next steps?
Call Nirenstein, Horowitz & Associates, P.C. at (860) 548-1000.