

Special Needs Trust Binder Checklist

The trustee's record of a special needs trust: every dollar in and out, kept the same way every year.

Case / client: _____ Date: _____

- ☐ Signed trust agreement and any amendments
- ☐ Trustee appointment, successor trustees and attorney contacts
- ☐ Trust tax ID and account opening documents
- ☐ Beneficiary profile: needs, routines, doctors and caregivers
- ☐ Letter of intent from the family
- ☐ Government benefits: award letters, renewals and caseworker contacts
- ☐ Account statements for every trust account
- ☐ Disbursement log: date, payee, amount and purpose
- ☐ Receipts and invoices for each disbursement
- ☐ Reports to benefits agencies, with dates sent
- ☐ Annual accounting and tax returns for the trust
- ☐ Notes for the next trustee

TAB IT: Tabzoola's 8-tab set for this binder

Trust Agreement · Trustee Records · Beneficiary Profile · Government Benefits · Accounts & Statements · Disbursements · Receipts · Annual Accounting

Printed on the tabs, collated and 3-hole punched with clear Mylar on every tab: 25 sets are \$204.30 (\$8.17 a set), every section renamed to yours at no extra cost, with a free PDF proof before anything prints.

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