Tabzoola

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.

tabzoola.com/tabs/special-needs-trust-binder-tabs · (847) 397-1200 · made in Schaumburg, Illinois since 1993

An organizing aid, not legal or financial advice. Follow your court's rules and your firm's procedures.