

Trust Administration Binder Checklist

The second estate binder, built after a death, in the order the work happens.

☐ Tab 1 Death Certificates

- ☐ Certified copies, and a log of where each was sent

☐ Tab 2 Trust Documents

- ☐ Trust agreement and amendments
- ☐ Certificate of trust
- ☐ Successor trustee acceptance

☐ Tab 3 Trust EIN & Accounts

- ☐ EIN confirmation letter
- ☐ Trust bank account
- ☐ Accounts retitled to the trust

☐ Tab 4 Asset Inventory & Valuations

- ☐ Date-of-death values
- ☐ Appraisals

☐ Tab 5 Notices to Beneficiaries

- ☐ Notices sent, as your state requires
- ☐ Proof of mailing

☐ Tab 6 Debts & Expenses

- ☐ Creditor claims
- ☐ Final bills
- ☐ Administration expenses

☐ Tab 7 Tax Returns

- ☐ Final individual return (Form 1040)
- ☐ Trust income tax returns (Form 1041)
- ☐ Estate tax return, if one is required

☐ Tab 8 Distributions & Receipts

- ☐ Distribution schedule
- ☐ Signed receipts and releases

Have these 8 sections printed as tabs



Scan or click: the designer opens with these sections filled in,
priced instantly, with a free PDF proof before anything prints.