Fiduciary Accounting Services, LLC

Specialized accountings for trusts, estates and conservatorships

Getting Started Checklist

Sometimes the most difficult part of preparing a fiduciary accounting is identifying and gathering the necessary information to ensure your accounting is complete and accurate. This checklist is intended as a guide for collecting the required information to complete an accounting.

Title of Trust / Estate / Conservatorship ______________________________

Trustee/Executor/Conservator name ______________________________

Start Date of accounting ______________ End Date of accounting ______________

(This is typically the date of death or court order date. Please consult your attorney to confirm the start date.)

Does the Trust / Estate include any **checking / savings / certificates of deposit**? Yes No

If yes, please list the accounts at Start Date and any new accounts you have opened below.

	Type (ckg/sav/cd)	Institution	Account #	Title
1.)				
2.)				
3.)				

Please provide the monthly statements for each account and check register/spreadsheet/QuickBooks file from the Start Date through the End Date.

Does the Trust / Estate include any **brokerage accounts**? Yes No

If yes, please list the accounts at Start Date and any new accounts you have opened below.

	Institution	Account #	Title
1.)			
2.)			
3.)			

Please provide the monthly statements for each account from the Start Date through the End Date.

Does the Trust / Estate include any **real estate**? Yes No

If yes, please list the property and estimated value and date sold, if applicable.

	Type (residence/rental)	Property address	Value at Start Date	Date sold / distributed
1.)				
2.)				

Please provide the appraisal or realtor estimated value. Please provide the final closing escrow statement.

Does the Trust / Estate include any **annuities or life insurance policies**? Yes No

If yes, please list the policies and estimated values as of the Start Date below.

Institution	Policy No.	Value at Start Date
1.)		
2.)		

Please provide the annual/quarterly statements for each account from the Start Date through the End Date.

Does the Trust / Estate include any **other assets**? Yes No

If yes, please list assets with estimated value below.

Type (autos/furniture/collectables)	Value at Start Date
1.)	
2.)	

Please provide the appraisal and sale information, if available.

Does the Trust / Estate include any **general partnerships or limited partnerships?** Yes No

If yes, please list the title, percentage ownership and estimated value at Start Date below.

Title	% Ownership	Value at Start Date
1.)		
2.)		

Please provide a description or statement, if available.

Does the Trust / Estate include any **business interests, LLC or commercial property**? Yes No

If yes, please list the title, percentage ownership and estimated value at Start Date below.

Title	% Ownership	Value at Start Date
1.)		
2.)		

Please provide bank statements for business, LLC or commercial property accounts.
Please provide rent roll, if applicable.

Is there any additional information you would like to provide for preparation of your fiduciary accounting?

Additional information may be requested following the receipt and review of the documents listed above. This may include clarification regarding the information provided as well requests for new information or additional details.

If you have any questions regarding the checklist or information requested, please contact us at:

1620 School Street, Suite #103, Moraga, CA 94556
Phone (925) 247-5970 • Fax (925) 476-1404
www.fasllc.com