Fiduciary Accounting Services, LLC

SPECIALIZED ACCOUNTINGS FOR TRUSTS, ESTATES, AND CONSERVATORSHIPS

A NON-CPA FIRM

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: *(This is typically the date of death or court order date. Please consult your attorney to confirm the Start Date.)*	End Date of Accounting:

Checking/Savings/Certificates of Deposit

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

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

Brokerage Accounts

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

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

Real Estate

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

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

Annuities/Life Insurance Policies

Does the Trust/Estate include any **annuities or life insurance policies**? Yes No
If yes, please list the policies and estimated value as of the Start Date.

Institution	Policy Number	Value at Start Date

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

Other Assets

Does the Trust/Estate include any **other assets** (autos, furniture, collectibles)? Yes No
If yes, please list assets with the estimated value.

Type	Value at Start Date

Please provide the appraisal and sale information, if available.

General Partnerships or Limited Partnerships

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.

Title	% Ownership	Value at Start Date

Please provide a description or statement, if available.

Business Interests, LLC, or Commercial Property

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.

Title	% Ownership	Value at Start Date

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

Additional Information

Is there any **additional information** you would like to provide for the preparation of your fiduciary accounting?
Yes No If yes, please provide below.

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 as requests for new information or additional details.

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

Contact Us

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