



ADMINISTRATIVE TRUSTEE CHECKLIST

- Locate, collect and inventory assets and liabilities
- Decide on what bills should be paid and when, following the priorities provided for in your trust and in the law
- Prepare estate and income taxes
- Account for trust assets
- Communicate transparently with all beneficiaries
- Make interim distributions to beneficiaries or their trusts
- Establish tax sheltered shares (“marital” and “family” sub trusts)
- Establish and set up inheritance trusts for beneficiaries
- Ultimately turn the reins over to the successor trustees, either:
 - your spouse
 - your children
 - your family member trustees
 - your family members
 - corporate/professional trustees