FAMILY LEGACY
ADMINISTRATION SERVICES
INCORPORATED

Initial Trust Administration Checklist

In order to begin administration of a NEW trust, the following items will need to be completed:

- Complete *Trust Administration Agreement*: signature of trustee(s) on page 7 & 8
- Complete *Charitable Trust Administration Data Form*: trust ID number, date of birth & social security number of trustee(s), advisor information, distribution frequency, pay-out percentage, type of trust, fee & distribution information & account number
- Complete *Trust Contribution Data Form*: detail list of assets contributed, signature of trustee(s)
- Complete *Address of Record* and *Duplicate Statement Requests*: establish Address of Record for all custodian accounts as the trustee's home address; request duplicate copies of all statements and transaction confirmations for Family Legacy Administration Services, Inc.
- Send *original* Family Legacy Administration Services, Inc. forms, *copy* of trust document and *copy* of account statements: all forms, documents and statements should be mailed to Family Legacy Administration Services, Inc. corporate office at 5005 West Royal Lane, Suite 252 Irving, TX 75063 / phone (972) 620-2020.
- Arrange for payment of initial trust administration fees: The trustee may either send in payment for the initial administration fees along with the Trust Agreement Form or Family Legacy Administration Services, Inc. can arrange for an immediate distribution from the trust account custodian if all account information is provided.

Please feel free to call us should you have any questions when setting up a new trust at (888) 534-2294.