

FUNDING CHECKLIST

(Refer to the FUNDING MEMORANDUM in your binder for additional information on this topic.)

GENERAL RULES:

1. Transfer all of your assets into your Trust or designate the Trust as a beneficiary as indicated below and request confirmations for all transfers/designations.
2. After each transfer/designation complete the Schedule(s) in Section 7 (or the "Trust Assets" section) of your binder -- if you prefer, you can maintain a separate list on your computer and periodically insert an updated list in your binder.

<u>TO DO</u>	<u>DONE</u>	<u>ITEM</u>	<u>PROCEDURE</u>
SCHEDULE OF PERSONAL PROPERTY			
Tangible Personal Property			
___	___	Furniture, furnishings, digital devices, etc.	Execute Bill of Sale and Revocable Assignment
___	___	Motor vehicle(s) or other tangible personal property with a title (e. g. boat, trailer, etc.)	For currently owned property, the Trust can be designated as a "transfer on death" (TOD) beneficiary (call motor vehicle license office for items to bring). New acquisitions can be titled in the Trust's name.
Intangible Personal Property			
___	___	Checking accounts)	Visit or contact issuer/institution and obtain/execute necessary change of ownership forms/signature cards
___	___	Savings accounts)	
___	___	Money market accounts/funds)	
___	___	Certificates of deposit)	
___	___	Treasury obligations (Savings Bonds))	
___	___	529 Plans (make Trust owner or add someone)	
___	___	other than client(s) as a back-up owner)	
___	___	Mutual funds held with mutual fund co.)	
___	___	Publicly traded limited partnership interests)	
___	___	Stocks, bonds, and other mutual funds	
___	___	Digital assets; notes or other obligations due you; unincorporated business interests; and certain contract rights	Add to and/or Execute Bill of Sale and Revocable Assignment
___	___	Closely-held corporate stock/shares	Reissue stock/shares in the Trust's name
SCHEDULE OF REAL PROPERTY			
___	___	Real Estate, including home, lake lot, time share, investment property, mineral interests, etc.	Execute and record Quit-Claim Deed(s)
SCHEDULE OF ASSETS DESIGNATING THE TRUST AS BENEFICIARY			
___	___	IRA's and other Qualified Plans, including, Keogh's, 401(k)'s, SEP's, Pension and Profit-Sharing Plans, and Tax-sheltered Annuities (403(b)'s) and other qualified arrangement(s)	The ownership of these types of assets is to remain in the name of the current owner. Normally, the respective spouse, if any, should be designated as primary beneficiary, the Trust as secondary beneficiary and the beneficiary(ies) of the Trust (usually, per stirpes) as tertiary beneficiary(ies). If there is no spouse, normally, the Trust should be designated as primary beneficiary and the beneficiary(ies) of the Trust (usually, per stirpes) as secondary beneficiary(ies).
___	___	Tax-deferred Annuities and other non-qualified arrangement(s) with beneficiary designations (follow these instructions unless jointly-owned by spouses, then follow instructions for an owner with "no spouse")	
___	___	Life Insurance on client or spouse	The ownership of these types of assets is to remain in the name(s) of the current owner(s). The Trust should normally be designated as the primary beneficiary.
___	___	Life Insurance on a person's life other than client or spouse	The Trust should be both the owner and primary beneficiary.
___	___	Safe Deposit Box	The ownership of the Safe Deposit Box is to remain in the name(s) of the current owner(s). Add information to Bill of Sale and Revocable Assignment. Add the successor trustee(s) as signature(s) on the Box.