

DAVIS SCHILKEN, PC  
———— LAW OFFICES ————

In order to assist with **Funding** your Trust(s), the following checklist is provided for your convenience.

*Please provide us with the following as soon as possible:*

**Bank/Cash Accounts**

- Copies of your most recent statements for each bank account (checking, savings, CD, Money Market)
- Documentation for any Safe Deposit Boxes
- Bank Name, Address, Contact Information, Account Owner, Account #

**Investment Accounts**

- Complete copies of your most recent statements for each investment account
- Brokerage Firm Name, Address, Representative Name, Contact Information, Account #
- Contact each company (or representative) and request a Change of Ownership Form

**Stocks**

- Copies of the face of any stocks you hold in certificate form or a copy of the book entry statement for each account

**Company Stock Options**

- Complete contract for all stock options

**Bonds**

- Copies of the face of any E, EE, or I bonds you own or a copy of the book entry statement for each bond

**Personal Effects**

- Copies of all recent insurance statements for all insured personal property, including vehicles
- Bring original vehicle titles to the meeting
- Documentation for “toys” – boats, planes, RVs, trailers, ATVs, etc.

**Retirement Plans**

- Copies of your most recent statement for all IRA, 401(k), or other retirement plans
- Name and Address of Company and Account/Policy #
- Contact each company and request a Change of Beneficiary Form to bring to meeting

**Pension Plans**

- Copies of any statements or documentation of plan
- Name and Address of Company and Account/Policy #
- Contact each company and request a Change of Beneficiary Form if there is any lump sum at death

**Life Insurance**

- Copies of your most recent statement for each policy
- Insurance Company Name, Address, Contact Information, Name of Insured, and Policy#
- Contact each company and request a Change of Beneficiary Form

**Annuities**

- Full copies of each annuity contract
- Copies of your most recent statements for each policy
- Company Name, Address, Contact Information, Name of Insured, Benefit Amount, and Policy #
- Contact each company and request a Change of Beneficiary Form

**Monies Owed**

- Copies of promissory notes, agreements, or other written evidence of the debt owed to you

**Partnership Interests**

- Copies of partnership agreement, partnership certificate (if issued), or other written evidence of the entity and your ownership interests

**Business and Professional Interests**

- Copies of stock or membership certificates (if issued) or other written evidence of the entity and your ownership interest

**Sole Proprietorships**

- Copies of documentation or other written evidence of the entity and your ownership interest

**Oil, Gas, Mineral, Water, Royalty Interests**

- Copies of all Recorded Deeds, Division Orders, leases, contracts, certificates, decrees, or other written evidence of ownership
- Correspondences including Name, Address, and Contact Information from entity paying you royalties

**Real Estate**

- Copies of all Warranty Deeds, leases, contracts, or other written evidence of ownership
- Copies of all Deeds of Trust
- Mortgage Company Name, Contact Information, Address, and Loan #

**Additional Lists or Documentation**

- List of all livestock, farm and ranch equipment, and machinery
- List of any other assets that are not covered above