In order to assist with <u>Funding</u> 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

- ❑ <u>Complete</u> 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 <u>Change of Ownership Form</u>

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
- ❑ Copies of vehicle titles
- ❑ 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 <u>Change of Beneficiary Form</u> 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 <u>Change of Beneficiary Form</u> 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 <u>Change of Beneficiary Form</u>

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