

TRUST INTAKE FORM

SETTLOR INFORMATION

(Person(s) creating the Trust)

1st Settlor Full Name: _____

2nd Settlor Full Name: _____

Address: _____

City: _____ ST: _____ Zip: _____ County: _____

BENEFICIARY INFORMATION

1st Beneficiary Full Name: _____ Relationship: _____

2nd Beneficiary Full Name: _____ Relationship: _____

3rd Beneficiary Full Name: _____ Relationship: _____

4th Beneficiary Full Name: _____ Relationship: _____

If one of your Beneficiaries predeceases you, do you want their share to first go to their descendants (your grandchildren) and then to the other Beneficiaries? Yes: _____ No: _____

If you are naming all your children as Beneficiaries, do you want to include that any afterborn or adopted children will be provided for in equal shares to your children? Yes: _____ No: _____

FUNDING OF TRUST

What is the purpose of the Trust? _____

How will the Trust be funded? _____

What will the funds of the Trust be used for? (i.e. health, medical, all purpose, left to the discretion of the Trustee)

DISTRIBUTION OF FUNDS

Option 1: Upon your death, would you like trust funds to be **held** until the youngest Beneficiary has reached a certain age and then divided into separate trusts? Yes: _____ No: _____

Option 2: Would you like trust funds to be **immediately** divided into separate trusts for your Beneficiaries upon your death? Yes: _____ No: _____

Do you want your Beneficiaries to receive: Equal shares: _____ Certain % _____ Other: _____

When your Trustee is making distributions to a Beneficiary, do you want them to consider the funds that are reasonably available to the Beneficiary from all other sources? Yes: _____ No: _____

Optional Specific Distributions/Restrictions Provisions:

1. Higher Education: Yes: _____ No: _____
2. Healthcare: Yes: _____ No: _____
3. Annual Disbursements: Yes: _____ No: _____
4. Wedding: Yes: _____ No: _____
5. First Home: Yes: _____ No: _____
6. Car: Yes: _____ No: _____
7. Sobriety Clause: Yes: _____ No: _____

Would you like to distribute the funds of the trust to a Beneficiary when they reach a certain age or ages? Yes: _____ No: _____ Example: (1) All funds given at 30, (2) 1/2 at 25 & remainder at 30, (3) 1/3 at 25, 1/3 at 30, & remainder at 35.

Explain: _____

Other Provisions You Would Like to Include: _____

TRUSTEE INFORMATION

Trustee Full Name: _____

Address: _____

City: _____ ST: _____ Zip: _____ County: _____

Will your Trustee be compensated for their service? Yes: _____ No: _____

SUCCESSOR TRUSTEE INFORMATION

1st Successor Trustee Full Name: _____

Address: _____

City: _____ ST: _____ Zip: _____ County: _____

2nd Successor Trustee Full Name: _____

Address: _____

City: _____ ST: _____ Zip: _____ County: _____

NOTES or QUESTIONS

INSTRUCTIONS AND EXPLANATIONS

What is a Settlor?

A Settlor is the person who creates the trust.

What is a Trustee?

A Trustee is the person responsible for handling any assets held in the trust, tax filings for the trust, and distributing the assets according to the terms of the trust.

Why do I need to name Successor Trustees?

It is recommended to name a Successor Trustee in the event the Primary named Trustee becomes incapacitated, resigns, ceases to serve, or dies. If a Successor Trustee is not named in the Trust document and another Trustee is not appointed by a Beneficiary given the power to appoint, the court will be required to appoint a Successor Trustee.

How is a Trustee different from an Executor?

Although a Trustee and Executor have similar duties and can be the same person, the Trustee manages the Trust and the Executor manages the probate estate.

What is a Testamentary Trust?

A Testamentary Trust is a trust contained in a Will and provides for the distribution of all or part of an estate. The Trust comes into existence after the death of the Settlor and is funded during the probate process.

What is a Revocable Living Trust?

A Revocable Living Trust is a common type of trust used to transfer property to beneficiaries without probate. After you make a Revocable Living Trust, you are able transfer property into the Trust and you become the Trust's Initial Trustee. This type of Trust is revocable, so you can change it during your lifetime. After you die, the Trust becomes irrevocable and your Successor Trustee distributes Trust property to beneficiaries following the terms of the trust.

How do I fund the Trust?

Funding the Trust is the process of transferring assets from yourself to the trust. This can happen when you initially create the trust, after you have created the trust, or upon your death.