



PROFESSIONAL FIDUCIARY SERVICES

MANAGEMENT AND PRESERVATION OF TRUST ASSETS

- Collect income and make disbursements for reasonable and necessary trust expenses in accordance with the trust document and applicable state law
- Coordinate and delegate investment management to investment advisor in accordance with prudent investor rule (as applicable); approve investment policy statement and review investment performance (or follow direction of Investment Manager, if Directed Trust)
- Oversee/manage real estate, business interests and other closely held assets (or follow direction of Investment Manager, if Directed Trust)
- Perform cash management for anticipated trust distributions and expenses
- Buy/sell trust assets taking into account tax considerations; manage trust liabilities

TRUST DISTRIBUTIONS (MANDATORY AND DISCRETIONARY)

- Administer and distribute trust assets in accordance with the trust document and applicable state law
- Coordinate and review/approve discretionary distribution requests from beneficiaries
- Assist discretionary beneficiaries in developing annual budget, and collect budgetary and outside resources documentation for discretionary distribution requests as required by the trust document and applicable state law
- Provide oversight as directed by trust document with regard to distributions for the health, education, maintenance and support and best interests of the beneficiary(ies)
- Balance interests of income and remainder beneficiaries in accordance with the trust document and applicable state law, and preserve trust assets for duration of the trust term

TRUST RECORDKEEPING AND REPORTING

- Properly allocate receipts and expenses between trust accounting income and principal
- Prepare trust accountings reconciling all purchases, sales, and changes in trust assets
- Provide statements to beneficiaries as required by trust document and applicable state law

TAX COMPLIANCE

- Organize and review tax information for the trust
- Make tax elections to shift taxable income to beneficiaries in lower tax bracket and achieve other tax advantages
- Complete and timely file trust tax return, provide K-1's to beneficiaries

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Estate Planning



Asset Protection



Business Planning



Fiduciary Services



Tax Services



Family Office