

## TRANSFER TITLE

- REAL ESTATE:** A deed must be prepared, executed in the presence of a notary, and recorded in the county in which the property is situated.
  
- REAL ESTATE:** Ensure that your Living Trust, as the new owner, is added to your title insurance and homeowner's policy by CONTACTING BOTH YOUR TITLE INSURANCE COMPANY AND HOMEOWNER'S INSURANCE COMPANY. Any mortgage you may have will not become immediately due by placing your property into your Living Trust.
  
- CHECKING & SAVINGS ACCOUNTS, CDS:** Take your **CERTIFICATE OF TRUST** (the document under the third tab) to the institution, advise them that you have executed a living trust, and request that the name on all of your accounts be changed to the name of your trust. The institution may or may not change the account number, but you will be asked to sign new signature cards, where applicable.  
If the bank account is out-of-state, send a cover letter similar to the one we have provided for you and a copy of your **CERTIFICATE OF TRUST**. The bank may send new signature cards to you for signing. Simply comply with its request and return the cards.
  
- VEHICLES:** Take your **CERTIFICATE OF TRUST** (the document under the third tab) and current **Title** to the **DMV** to transfer your automobile, boat, trailer, etc. into the name of the trust. The vehicle **MUST BE PAID** in full to transfer the vehicle to the trust. If you are still paying for your vehicle, you must wait until it has been fully paid to transfer the vehicle to the trust.
  
- STOCKS, BONDS & INVESTMENTS:** Stocks held by you in your own name must be transferred by sending the **CERTIFICATE OF TRUST** to the transfer agent, along with a letter of request and a STOCK POWER, signed by you exactly as your name appears in the certificate and with your SIGNATURE GUARANTEED (not notarized) by a national banking association member or a member of the New York Stock Exchange. If you have a broker, your broker can assist you with these transfers. Investment accounts require a letter addressed to the administrator requesting the transfer, after which you will be sent the appropriate documentation to complete as instructed.

## REVIEW BENEFICIARIES

**IMPORTANT: Do not change the owner** of your life insurance, retirement accounts or annuities to your trust. **Download or request from your agent a CHANGE OF BENEFICIARY FORM** for each policy or account.

- RETIREMENT ACCOUNTS & ANNUITIES** Generally, the order of beneficiaries on your retirement accounts and annuities reflect a **spouse as the PRIMARY BENEFICIARY and other individuals listed as CONTINGENT BENEFICIARIES** so that beneficiaries have the advantage of "rolling over" these funds into his or her own retirement account without incurring an adverse tax liability). **Do not list** your living trust as a beneficiary.
  
- LIFE INSURANCE** Generally, the order of beneficiaries on life insurance reflect a **spouse as the PRIMARY BENEFICIARY and your living trust as a CONTINGENT BENEFICIARY**. Otherwise your living trust is reflected as the PRIMARY BENEFICIARY. If you choose to leave someone money, it is easier and free to change the beneficiaries of a life insurance policy than write an amendment on your trust.

---

TRUSTOR 1

---

TRUSTOR 2

## DOCUMENTS IN YOUR ESTATE PLANNING PORTFOLIO TO COMPLETE

- ASSET CHECKLIST AND DEBT / LIABILITY CHECKLIST** (Front of binder)  
How will your successor trustees know what they need to take care of without a list of assets and debts?  
**Bank Accounts, Retirement Accounts, Investments:** List locations, contact info and perhaps partial account numbers  
**Real Estate:** List property addresses. Timeshares can be listed under real estate. Indicate if property is owned by LLC or other entity  
**Automobiles:** List autos, boats and mobile homes  
**Insurance:** List insurer, policy information and phone numbers  
**Businesses:** List name, valuable assets and basic instructions  
  
**DOWNLOAD --** Word or Excel templates available: [www.fourpeaksplanning.com/clients](http://www.fourpeaksplanning.com/clients)  
Print and insert into trust. Checklists are not legal documents - just guides to aid Successor Trustees.
- CONTACT INFORMATION** (Front of binder)  
List phone numbers, email and physical addresses of beneficiaries, successor trustees and power of attorneys. You may create your own contact page(s) to put in the trust.
- PERSONAL PROPERTY TO DISTRIBUTE** (Last pages of Living Trust)  
List personal items such as jewelry, artwork, furniture, firearms, etc to individuals. When you make your first entry, date and sign the bottom. You may then add to the list whenever you choose. You may remove an item by striking, initialing and dating. You may attach photographs to your trust to help identify objects.
- BURIAL INSTRUCTIONS** (Last page of each Last Will & Testament)  
Leave clear instructions to your relatives to eliminate potential disagreements. You may list organ donation and other instructions.

## MAKE COPIES

- POWER OF ATTORNEY**  
5th section - Give copies to those you have named Power of Attorney.
- LIVING WILL**  
6th section - Give copies to those you have named Powers of Attorney and, if you choose, your primary physician.

## **YOUR TRUST'S TAX ID #**

For single persons with a trust, the Tax ID # should be your Social Security Number.

**For married couples, the Tax ID # is typically the husband's Social Security Number but either spouse's can be used.**

## **WHERE TO KEEP YOUR TRUST**

Keep your trust and important documents together in a secure yet easy to access location. If you opt to keep your trust in a bank's safety deposit box, ensure that your trustees and successor trustees all have keys and authority to open the box. Storing your trust at home is fine. Purchasing an inexpensive fire safe to store your documents is smart, but again, make sure the various trustees have a key to the safe.

Four Peaks Planning, Inc. does have signed copies of the first and last pages of your trust and a signed full copy of the Certificate of Trust. Possession of these documents does not grant us access to your assets. Remember - only the various Trustees have access to your trust's assets. But we can provide documents in case the trust needs to be replaced.

## **AMENDING YOUR TRUST**

If you wish to amend (make changes to) the trust's instructions for distribution of the estate or your choices of Trustees/ Successor Trustees/ Power of Attorneys, etc., it is best to consult an attorney.

You should not detach a page from the trust, retype it with new instructions and insert the new page into the trust. This could invite a legal challenge from a disgruntled non-beneficiary or require a court's construction of the trust.

## **DISCUSSING YOUR TRUST WITH FAMILY**

If you are comfortable, there are many positives to proactively discussing your estate plan with beneficiaries and, especially Successor Trustees.

Email or print our Successor Trustee Guidelines from our website:

[www.FourPeaksPlanning.com/clients](http://www.FourPeaksPlanning.com/clients)