The GERMANY LAW FIRM P.C.
Elder Law, Estate Planning, Estate Administration and Probate Litigation

SAMPLE QUESTIONS TO VET AND SELECT A TRUSTEE/FIDUCIARY

Background

- How is your trust company arranged (*e.g.,* one person, a staff, part-time help)?
- If you have staff, would I work with you or would I be assigned a case manager?
- What does the beneficiary have to do to review the records?
- What services do you provide as trustee(s) (*e.g.,* record keeping, accounting, investments, making distributions)?
- (*If applicable*) Are you also willing to serve as executor or durable power of attorney?
- (*If applicable*) Do you serve as trustee for special needs trusts?

Investment Management & Decisions

- How do you decide on appropriate investments for the trust?
- Can a beneficiary or trust committee assist in making the investment decisions?
- How often are the investment decisions reviewed?

Set Up Procedure

- If named as Trustee/Successor Trustee, how does that process begin (*e.g.,* a meeting, a letter, a welcome packet)?
- Do you set up a budget for distributions?
- How often is the budget reviewed?

Requesting & Handling Distributions

- How does a beneficiary contact you to request distribution?
- What procedure do you use to determine if a distribution is warranted?
- If there is an emergency after normal business hours, how can I contact you?
- If you're on vacation/otherwise unavailable, who handles the management of your trust duties?
- What happens if you became incapacitated or died? Do you have a succession plan?

Fees

- How do you charge for your services? What is the fee?
- What is included in that fee?
- Is there an additional charge for investment services? How much?
- Is there an additional charge for tax preparation?
- Are there any additional charges?