SUNRISE ADVISORS, INC.

Registered Investment Advisors
Fee-Only Wealth Management

3710 W. 135th Street, Leawood, KS 66224
www.SunriseAdvisors.com ♦ (913) 681-0215

SUPPORT FOR SELF AND SUCCESSOR TRUSTEES

If you are the Trustee for your Trust, or for a family member or friend, you are now responsible for the proper oversight and administration of the Trust's assets. Guided only by often confusing *legalese* of a trust document, you may have questions such as:

- What are my duties and responsibilities under this trust, and how do I carry them out?
- What are my obligations to notify and report to beneficiaries and other trustees?
- How should the trust assets be invested to comply with my fiduciary obligations?

The wise and effective management of a Trust can, at times, seem overwhelming. To help you, Sunrise Advisors provides and makes available the below resources to simplify and clarify your Trustee responsibilities. We will fully explore with you all trustee-related issues in a relaxed setting without the stress of billable hours.

For Self Trustees (where the Settlor / Grantor is a Trustee)

Fiduciary-Only Advice	Comprehensive Financial Planning	Trust Funding and Asset Retitling
Prudent Investment Management	Philanthropic Consulting	Individual Tax Preparation
Successor Trustee Selection	Trust Protector Evaluation	Attorney/Accountant Coordination

For Successor Trustees

Fiduciary-Only Advice	Immediate Post-Death Consulting	Estate and Gift Taxation
Comprehensive Trustee Checklist	Investment Management	Administration of On-going Trusts
Trustee Duties and Responsibilities	Comprehensive Financial Planning	Principal and Income Accounting
Trust Distribution Scheduling	Investment Policy Development	Fiduciary Income Tax Preparation
Statutory Notifications	Asset Inventory and Valuation	Attorney/Accountant Coordination
Distribution/Transfer Consulting	Liability and Debt Inventory	Record Keeping

Like attorneys, we at Sunrise Advisors are also fiduciaries for our clients. Collectively, we have over 50 years' experience advising clients about fiduciary obligations. We regularly advise grantors, trustees, co-trustees, and successor trustees about their living trusts, irrevocable trusts, and charitable trusts, and about how to achieve the most cost effective and simple solutions for preserving, growing, and transferring wealth.

With Sunrise Advisors, you will have a simplified trustee experience, a dedicated team, and continuity across generations. To learn more, please call (913) 681-0215 or email trustee@sunriseadvisors.com.

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As Trustee, you are responsible for all assets and property owned by the Trust. You are responsible to invest, safeguard, manage, and distribute all Trust accounts, assets, and property for the benefit of the beneficiaries in accordance with the Trust, the Internal Revenue Code, and state trust law. You must keep current and accurate records of all Trust assets, debts, expenses, principal, income, and transactions.

Administering a Trust may be as simple as hiring a Fee-Only Registered Investment Advisor to advise you as a fiduciary and prudently manage the Trust's investment accounts. Or it could be more complex, like managing the daily operations of the Grantor's business. The partial checklist below will give you some idea of common Trustee responsibilities. We help make your Trust administration experience as simple as possible.

SAMPLE TRUSTEE CHECKLIST	
Upon signing a new Trust Agreement	☐ Fund the Trust by retitling assets into the Trust ☐ Designate beneficiaries per Grantor's estate plan ☐ Invest and manage all accounts and other Trust assets
Upon permanent disability of a Grantor	☐ Consider removing the disabled Grantor as a Trustee ☐ Properly notify all Trust beneficiaries of new Trustees ☐ Properly notify all Trust beneficiaries of irrevocability ☐ Inventory all Trust accounts, assets, and property ☐ Invest Trust assets in a fiduciary, prudent manner ☐ If necessary, help POA complete Trust funding ☐ Help POA designate beneficiaries, as necessary ☐ Take possession of and pay taxes on all Trust real estate ☐ Insure, maintain, and repair all Trust real estate ☐ Manage and operate Grantor's business, if necessary ☐ Preserve, protect, and maintain Grantor's business assets ☐ Take possession of all vehicles owned by the Trust ☐ Insure, maintain, and repair all Trust vehicles ☐ Pay all auto and personal property taxes ☐ Work with Grantor's attorneys and accountants
Upon death of the last surviving Grantor	☐ All of the above tasks in addition to the following: ☐ Coordinate immediate post-death arrangements ☐ Help the Personal Representative with probate matters ☐ Keep all Trust beneficiaries properly informed ☐ Report to beneficiaries all Trust assets and liabilities ☐ Provide statements of Trust accounts to beneficiaries ☐ Apply for a Trust Taxpayer Identification Number ☐ Consider whether Forms 1041 or 706 need to be filed ☐ Decide which assets to sell to cover expenses ☐ Investigate and pay claims against Trust and estate ☐ Collect all accounts, proceeds, and debts owed to Trust ☐ Consider appraising Trust real estate and vehicles ☐ Determine most tax efficient way to make distributions ☐ Distribute Trust assets as required by the Trust