



Trustee Checklist - California

Initial Steps

- Locate the trust document and the original will, if there is one.
- Gather important information like names and contact details of beneficiaries and heirs.
- Secure at least 6 copies of the death certificate - you will need one for each piece of real estate and maybe a couple more.

Notification and Legal Matters

- Notify the California Department of Health Care Services and Medi-Cal regarding the death.
- Send a Notice of Death to beneficiaries and heirs within 60 days as required by California Probate Code section 16061.7.
- Consider filing the original will with the probate court within 30 days (or opening a probate if necessary).

Financial Management

- Obtain a Taxpayer Identification Number (EIN) from the IRS for the trust.
- Open an FDIC-insured bank account for the trust's liquid assets.
- Take inventory of all trust assets and determine their value as of the date of death.
- Get certified appraisals when necessary.
- Make sure insurance policies are in place on real estate and autos.
- Deal with income taxes and trust income tax filings.

Depending on the complexity of the trust, you might also need to:

- Address claims from creditors.
- Complete a Trust Accounting and have it approved.
- Retitle and/or distribute assets according to the trust provisions.

Work with us if:

- ✓ You want a streamlined and efficient way to approach these tasks.
- ✓ You want to cut down on costs and time expended administering the trust.
- ✓ You want to create transparency and trust in the family.
- ✓ You need advice on how best to fulfill the decedent's wishes.