

## ACCOUNTANTS & CONSULTANTS PROFESSIONAL LIABILITY Trustee Services Supplement

1. Please provide the following information for each Trust (DO NOT include Life Insurance Trusts or Non-Funded Trusts):

<u>Name of Trustee</u>	<u>Name of Trust</u>	<u>Date of Appointment</u>	<u>Trust Assets</u>	<u>Annual Trust Income</u>	<u># of Trust Beneficiaries</u>	<u>Type of Trust</u>

1. For each trust, is there a written Trust Agreement or other form of engagement letter in place that specifically states the duties/authorities of the Trustee? Yes  No

a. If "NO", please explain:

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2. Which services are rendered as the Trustee?

- a. Bill Payment: Yes  No
- b. Bookkeeping: Yes  No
- c. Tax Return Preparation: Yes  No
- d. Other: \_\_\_\_\_

3. Is the revenue for Trustee Services *included* in the total gross revenues stated? Yes  No

a. If "NO", please explain: \_\_\_\_\_

4. The Trustee's fee arrangement is determined by:

- a. Direct Billing to Trust: Yes  No
- b. Trust Agreement: Yes  No
- c. Other: \_\_\_\_\_

5. Does the Trustee engage in any of the following activities (if "YES", please explain, including the procedures in place to monitor the acts of any others performing Trustee services)?

- a. Delegation of any Trustee duties to others? Yes  No
- b. Employment (other than professional services) by the Trust of any of **you**? Yes  No
- c. Use of trust funds as loans to the Trustee or any of **you**? Yes  No
- d. Use of trust funds to invest in entities in which the Trustee, **you**, or a related individual has an interest or management role: Yes  No

6. Do **you** have discretionary authority to make individual securities investments on behalf of the Trust? Yes  No

a. If "YES", please explain:

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7. Do **you** employ the services of a professional money manager/investment advisor? Yes  No

a. If "NO", please explain:

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8. Are all investment goals/portfolio composition described in the Trust Agreement? Yes  No

a. If "NO", please explain:

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Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_