

## Trustee Services Questionnaire:

1. Please provide the following information for each Trust. DO NOT complete a supplement for Life Insurance Trusts and/or Non-funded Trusts.

Name of Trustee		Name of Trust		
Date of Appointment	Trust Assets	Annual Trust Income	# Of beneficiaries	Type of Trust
	\$	\$		

2. Is there a written Trust Agreement or other form of engagement letter in place where the duties/authorities of the Trustee are clearly stated? YES  NO   
 If "NO", please explain: \_\_\_\_\_
3. Services, (please check applicable boxes):  bookkeeping  bill payment  tax return preparation  
 Please provide details of any other professional services rendered: \_\_\_\_\_  
 \_\_\_\_\_
4. Revenue for Trustee Services is included in the total gross revenues stated in Question 4a YES  NO   
 If the response is "no", please explain: \_\_\_\_\_  
 \_\_\_\_\_
5. The fee arrangement for the Trust is determined by:  
 Trust Agreement  Direct billing to Trust  Other (describe): \_\_\_\_\_
6. Does the Trustee engage in any of the following activities:  
 Use of Trust funds to invest in entities in which the Trustee, **you** or a related individual have an interest or management role? YES  NO   
 If "YES", please explain: \_\_\_\_\_  
 Employment (other than professional services) by the Trust of **you** or **your** associates? YES  NO   
 If "YES", please explain: \_\_\_\_\_  
 Use of Trust funds as loans to the Trustee, **your** owners or employees? YES  NO   
 If "YES", please explain: \_\_\_\_\_  
 Delegation of any Trustee duties to others? YES  NO   
 If "YES", please describe the procedures in place to monitor the acts of others performing Trustee Services: \_\_\_\_\_  
 \_\_\_\_\_
7. Please answer the following questions in regard to discretionary authority:  
 Do you have discretionary authority to make individual securities investments on behalf of the Trust? YES  NO   
 If "YES", please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 Do you employ the services of a professional money manager or investment adviser? YES  NO   
 If "NO", please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 If applicable, are all investment goals and portfolio composition described in the Trust agreement? YES  NO   
 If "NO", please explain: \_\_\_\_\_  
 \_\_\_\_\_

Signature by/for Applicant: \_\_\_\_\_

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