

MIAMI COUNTY PROBATE COURT
(www.co.miami.oh.us)

TRUST CHECKLIST

- Forms must be typewritten or printed in ink
- There may be additional requirements based upon the specific circumstances in the case

INITIAL FILINGS / REQUIREMENTS

- ___ Court costs paid at time of filing (Local Rule 58.1)
- ___ **Social Security Number Form**
- ___ **Application for Appointment of Trustee** (RC 2109.02)
 - ___ Copy of Will
- ___ **Trust Beneficiaries**
- ___ **Fiduciary's Acceptance Trustee** (RC 2109.02)

HEARING REQUIREMENTS: (Forms to be filed with Initial Filings)

- ___ **Trustee's Bond**, if applicable
- ___ **Entry Appointing Trustee; Letters of Authority** (RC 2100.11, 2109.04)

PROCEEDING GUARDIAN'S APPOINTMENT

TRUSTEE'S INVENTORY

- ___ **Trustee's Inventory** (RC 2111.14)
 - ___ Inventory must have signatures of Attorney and Trustee(s)
- ___ **Form 45D - Confidential Disclosure of Personal Identifiers** (SupR 45(D))

TRUSTEE'S ACCOUNT (RC 2109.302)

- ___ The fiduciary or his attorney shall disclose to the Court in writing any changes in the beneficial interest due to death, attainment of specified age, or the occurrence of any other event, on or before the filing of the next succeeding account (Local Rule 64.1 (C))
- ___ **Trustee's Account OR Trustee's Account - Corporate Trustee** (RC 2109.303)
 - ___ Costs must be paid at the time of filing an account (Local Rule 58.1)
 - ___ Beginning balance from inventory or previous account
 - ___ All disbursements shall be identified by consecutive numbers and all vouchers shall be presented in the same consecutive order (Local Rule 64.1 (A))
 - ___ Vouchers are required for all disbursements (Local Rule 64.1(A))
 - ___ Not required for Corporate Trustee
 - ___ All disbursements that are not self-explanatory shall identify what the expenditure is for
 - ___ Calculations / totals must be correct
 - ___ Must have signature of both Attorney & Trustee
 - ___ Bank Fee Schedule (Local Rule 74.1 (D))
 - ___ Only required from a Corporate Trustee
- ___ **Form 45D - Confidential Disclosure of Personal Identifiers** (SupR 45(D))
- ___ **Bank Certificate** (RC 2109.303)
- ___ **Bond Sufficiency Form**, if applicable
 - ___ Additional Bond to be filed, if required

— **Computation of Trustee Fees**

- To be completed and signed, even if waived (Local Rule 73.1, 64.1(D))
- Not required for Corporate Trustee
- Application / entry for attorney fees
 - Court costs (\$5) must be paid
 - Applications for approval of counsel fees in a trust shall be filed preceding or simultaneous with the filing of a Partial Account or Final Account, to ensure the frequency of the filing of an application at least every year or every two years.

EXTENSION OF TIME

— **Application for Extension of Time**

- Application to extend time to file inventory or account shall not be granted unless trustee(s) has signed the application (SupR 78)

TERMINATION OF TRUST

- Application to Terminate Trust (RC 2109.062)
 - Must have signature of Trustee(s)
- Notice of Hearing on Application to Terminate Trust
- Waiver of Notice of Hearing on Application to Terminate Trust
- Entry Terminating Trust
 - Final Account due within thirty (30) days of termination (RC 2109.32, see also SupR (64))

Notes _____
