HINDSIGHT UNIVERSITY · ELOHIM AKIEM MINISTRY

Trust Readiness Checklist

Get your documents and decisions in order before you sign. Work through each step, and check it off only when it is written down, signed where needed, and on file.

☐ 01 Purpose

Write one short paragraph that says why the trust exists: for example, to hold family property, provide for named beneficiaries, and plan for succession. Decide whether the trust will be revocable or irrevocable, and write down why.

☐ 02 Grantor

Identify who creates and funds the trust: full legal name and mailing address. List what the grantor owns and can actually transfer. Note any loans, liens, or co-owners that need consent.

☐ 03 Personal Trust as Trustee

Your Personal Trust will serve as trustee. Before naming it, confirm:

- The Personal Trust's own agreement is signed and dated.
- It has its own Certificate of Trust.
- You know who signs for it (its trustee) and in what capacity.
- A signed Trustee Acceptance of Appointment is ready.

☐ 04 Successor trustee

Name who steps in if the trustee can't serve, and in what order. Get each successor's written acceptance, or plan when you will.

☐ 05 Beneficiaries

List each beneficiary by name and relationship, with their share and any conditions. Name contingent beneficiaries in case a beneficiary dies first.

☐ 06 Governing law

Choose the state whose law governs the trust. Check that state's requirements for signing, notarization, and witnesses.

☐ 07 Schedule A: trust property

List every asset going into the trust, with enough detail to identify it:

- Real estate: address, parcel number, and legal description from the recorded deed.
- Bank and investment accounts: institution and last four digits only.
- Vehicles: year, make, VIN, and title state.
- Business interests: entity name and percentage.
- Valuable personal property: a short description.

☐ 08 Certificate of Trust

Prepare the short summary banks, title companies, and insurers ask for: trust name and date, the trustee, the trustee's powers, and who has signing authority. It does not need to list beneficiaries or the full terms.

☐ 09 EIN considerations

Ask your tax professional whether this trust needs its own Employer Identification Number. Many irrevocable trusts do; some grantor trusts may not. If you need one, the IRS application is Form SS-4, and the responsible party must be an individual. Keep the IRS confirmation notice with the trust records.

☐ 10 Funding

A trust only holds what has actually been transferred into it. For each Schedule A asset, complete the transfer: a recorded deed, a retitled or new account in the trust's name, a signed assignment, or an updated title. Check with lenders and insurers first. Do not retitle retirement accounts; use the beneficiary designation form instead, after professional review.

☐ 11 Records

Keep one trust binder (paper or digital) with: the signed trust agreement, Certificate of Trust, Schedule A, assignments and recorded deeds, trustee and successor acceptances, trustee minutes and resolutions, and the EIN notice. Keep trust money in the trust's own account, separate from personal funds.

Next step. Want to go through these documents step by step? Join the live webinar **Irrevocable Trusts & Asset Protection: DIY Live Webinar + Templates** on Monday, November 30, 2026 at 8:00 PM ET, with all eight templates included: **elohimakiem.com/trust**. To talk through your situation, book a consultation at **akiemel.net/book-online**.

Educational content only. This checklist is not legal, tax, or financial advice, and it does not create an attorney-client relationship. Trust and tax rules vary by state, and outcomes depend on your individual circumstances. Consult a qualified attorney or tax professional before you act. © 2026 Elohim Akiem Ministry · Hindsight University · akiem@akiemel.net