

10 GUIDELINES FOR SUCCESSOR TRUSTEES

Upon the death of a loved one who has created a trust, the person nominated to take over management of the trust is known as the "Successor Trustee". As Successor Trustee you will be responsible for distribution of the Trust Assets to the "beneficiaries" of the Trust. We've set forth below 10 guidelines to help you start the process.



- Make an appointment with an attorney to go over the trust document, trust assets and your responsibilities as soon as possible. Do not sell or distribute any assets before you meet with the attorney.



- Review the Last Will and Testament of the Decedent for specific funeral arrangements, cremation or organ donor provisions.



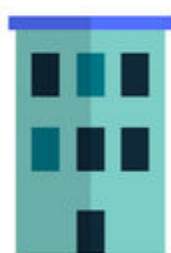
- Obtain at least ten (10) original death certificates.



- Collect all of the financial records, including, but not limited to, check books, account statements, and tax returns.



- If assets are to be held in trust for longer than six months, you should obtain professional investment advice regarding the trust assets.



- Notify the bank, brokerage firm and others of the grantor's death and that you are now trustee. Your lawyer should prepare a Certificate of Incumbency which reflects you have assumed the role of Successor Trustee.



- It is important to maintain accurate records of all expenses incurred and income received prior to final distribution of the Trust assets.



- Determine if any federal income tax return and/or federal estate tax returns are due.



- Notify Social Security of the death and contact the Veteran's Affairs, if applicable.



- Don't pay creditors immediately. Notices can be sent which require they submit a claim to you within a certain period of time or the claim could be barred.