

### **Document Checklist**

Thank you for engaging Cooper Estate & Trust Services for the accounting needs of your estate, trust, guardianship or Power of Attorney.

This checklist is designed to help you identify the types of documents and information we may require to complete the accounting tasks necessary for your matter. The more easily we are able to receive and process information when it is needed, the more efficient and cost-effectively we can complete the accounting tasks for you.

The following documents will be required to process your matter:

1. A statement summarizing all the assets and all the debts of the deceased at the date of death (or the grantor if the matter is a Power of Attorney or individual if the matter is a Guardianship), along with documents supporting these values. Supporting documents include:
  - a. Bank statements from financial institutions for each bank account
  - b. Investment statements from brokerage firms for each investment account, detailing the total values, number of units and ACB of each individual asset
2. Monthly bank and investment account statements from the date of death (or commencement of the POA or Guardianship) to present time
3. Details of all transactions, such as who any transfers or payments were to, and what they were for
4. If there was a sale of any property during the period, please provide the broker's Statement of Adjustments and the lawyer's Trust Account ledger
5. Copy of the Certificate of Appointment of the Estate Trustee, if any
6. Copy of the Will
7. Copy of the management plan if a Guardianship, if applicable
8. Any judgements or court orders, if any

At any time if you have any questions or require any clarification, please let us know.