



# FARR LAW FIRM, PC

[www.FarrLawFirm.com](http://www.FarrLawFirm.com)

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## LOCATIONS:

Fairfax, VA  
Fredericksburg, VA  
Rockville, MD  
Annapolis, MD  
Washington, DC

## Farr Law Firm Trust Funding Checklist

### Real Estate

**Deeds recorded transferring all real estate into the trust (primary residence, vacation homes, rental properties, vacant land)?**

Placed in Deeds tab of binder?

### Insurance Letters

**HOA insurance letter sent?**

Confirmation received from insurance company? |  Placed in funding sleeve?

**Umbrella insurance letter sent?**

Confirmation received from insurance company? |  Placed in funding sleeve?

**Title insurance letter sent?**

Confirmation received from insurance company? |  Placed in funding sleeve?

### Financial Accounts

**Change of ownership forms completed and submitted with Certification of Trust?**

Confirmations received? |  Placed in funding sleeve?

First statement received showing trust as owner? |  Placed in funding sleeve?

### Retirement Accounts

**Beneficiary designation updated to trust where appropriate?**

Confirmation received? |  Placed in funding sleeve?

### Nonqualified Annuities

**Ownership changed to trust (if applicable)?**

Confirmation received? |  Placed in funding sleeve?

**Beneficiary designation updated to trust?**

Confirmation received? |  Placed in funding sleeve?

### College Savings Accounts (529s)

**Ownership changed to trust?**

Confirmation received? |  Placed in funding sleeve?

### Brokerage Accounts / Stocks / Bonds

**Brokerage accounts re-titled to trust?**

First statement received? |  Placed in funding sleeve?

**Stock certificates reissued in trust name (if any)?**

Confirmation received? |  Placed in funding sleeve?

### Mutual Funds

**Accounts re-titled or transferred to trust brokerage account?**

First statement received? |  Placed in funding sleeve?

### Certificates of Deposit

**CDs reissued in name of trust (or upon maturity)?**

First statement received? |  Placed in funding sleeve?

### U.S. Savings Bonds / Treasuries

**Savings bonds reissued to trust or cashed out and proceeds deposited to trust?**

Confirmation received? |  Placed in funding sleeve?

**Treasury securities re-titled in trust name?**

Confirmation received? |  Placed in funding sleeve?

### Motor Vehicles

**Beneficiary designation on title completed to name trust (if desired)?**

Confirmation received? |  Placed in funding sleeve?

## Life Insurance

- Ownership of life insurance policies changed to trust?**
  - Confirmation received? |  Placed in funding sleeve?
  
- Beneficiary designations updated to trust?**
  - Confirmation received? |  Placed in funding sleeve?

## Federal Government Benefits

- TSP account trust named as beneficiary?**
  - Confirmation received? |  Placed in funding sleeve?
  
- FEGLI beneficiary designation updated to trust?**
  - Confirmation received? |  Placed in funding sleeve?
  
- FERS/CSRS beneficiary designation updated to trust?**
  - Confirmation received? |  Placed in funding sleeve?
  
- Unpaid Compensation beneficiary updated to trust?**
  - Confirmation received? |  Placed in funding sleeve?

## Installment Notes / Partnership Interests

- Notes assigned or endorsed to trust?**
  - Confirmation received? |  Placed in funding sleeve?
  
- Partnership interest assigned to trust (with approval if required)?**
  - Confirmation received? |  Placed in funding sleeve?