



# **TRUSTEE ASSISTANCE PROGRAM**

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When an individual is serving as a trustee for a trust, he or she may need help with complex administrative requirements of serving as a fiduciary. However, that trustee doesn't want to give up control to a bank or trustee company nor subject the trust to corporate trustee fees. Enter First State's Trustee Assistance Program. This unique, solutions-based arrangement provides the individual trustee with the "back-office" functions of a trust company without wresting away investment or decision-making control from the trustee. And, because First State is not the trustee, annual fees for the Trustee Assistance Program are significantly less than standard trustee fees.



# OUR UNIQUE TRUSTEE ASSISTANCE PROGRAM INCLUDES THE FOLLOWING PACKAGE OF SERVICES:

## **CUSTODIAL/SUB-CUSTODIAL SERVICES**

First State Trust Company can work with the investment advisor of your choice. We maintain formal partnerships with wealth management firms and sub-custodians in order to provide a full service offering for you as the trustee. We have data feed links with many investment firms where account activity is automatically transmitted daily. These arrangements offer access to sophisticated asset management along with safe and secure custodial services for clients.

## **PRINCIPAL AND INCOME ACCOUNTING**

Trustees and authorized parties will have access to comprehensive statement packages and state-of-the-art reporting through our industry-leading trust accounting system. Principal and income statements are designed to facilitate accurate and efficient trust accountings for all types of trusts for distribution to grantors, accountants, beneficiaries and other authorized parties. Additionally, clients can view accounts online through TrustLink, which also provides access to statements, ad-hoc reporting and downloading into Excel.

## **TRUST DISTRIBUTIONS**

First State Trust Company can assist trustees with periodic disbursements of income and/or principal from the trust as directed by the Trustee (and in accordance with the trust governing instrument). Our extensive capabilities and flexibility ensure that the trust payments are tailored to each client's specific requirements.

## **BILL-PAY SERVICES**

Our Trustee Assistance Program also includes bill-paying services if needed by you as trustee and/or the beneficiary of the trust. This could free the trustee of the time-consuming and laborious task of monthly or random payments for services such as utilities, rent, medical bills, etc. With our Bill Pay Service your dedicated trust officer has the expertise to handle your bill paying in a reliable, professional manner – and you will never need to worry about your bills being paid properly and on time.

## **FEDERAL AND STATE TRUST TAX RETURN PREPARATION**

As an optional service, our Trustee Assistance Program prepares you with signature-ready federal and state tax returns for the trust. This includes applicable beneficiary K-1s. For private foundations, we will prepare the 990-PF.

## DEDICATED TRUST OFFICER SUPPORT

Our experienced Trust Officers are your partners – assisting trustees with the day-to-day administration of the Trust. This not only includes education about trust accounting and other services but also the handling of distribution requests, tax return preparation, and providing resources and expertise to our trustee clients. We understand the responsibility associated with trusteeship and are here to support you every step of the way

In the Trustee Assistance Program, the First State Trust Company Trust Officer may provide guidance, as requested, on administrative matters but in doing so does not assume fiduciary responsibility

