

Trust Funding Completion Record™

06 - COMPLETE | Document What Was Completed. Keep the Evidence.

Use this record as a final snapshot of the assets and accounts you reviewed, what was done, what was verified, and anything that still requires follow-up.

Plan / Record Information

Name(s):		Date completed:	
Trust name (if applicable):		Trust date:	

Asset / Account Completion Summary

Only mark an item COMPLETE when you have reasonable evidence that the intended action was completed correctly.

Asset / Account	Institution	Decision / Action Taken	Verified?	Evidence Kept?	Status / Follow-Up

Status Key

☐ COMPLETE Completed and verified.	☐ FOLLOW-UP NEEDED Something remains outstanding.	☐ NO ACTION NEEDED Reviewed; no change required.
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Records Kept

☐ Asset Review Worksheet™ ☐ Institution Requirements Tracker™ ☐ Copies of submitted forms / requests ☐ Submission confirmations / tracking information ☐ Funding Verification Record™ ☐ Updated statements / beneficiary confirmations / recorded documents ☐ Other evidence showing what was completed

Outstanding Items

Item:		Next action:		Follow-up:	
Item:		Next action:		Follow-up:	

Final Check

☐ I reviewed the assets and accounts included in this process. ☐ Appropriate actions were completed or clearly identified as outstanding. ☐ Completed actions were verified. ☐ I kept available records and evidence. ☐ I know which items, if any, still require follow-up.
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Keep this record with your estate planning information. Do not store passwords, PINs, private keys, recovery phrases, or other sensitive access credentials with these records.