Secure Trust Application Preparation Checklist

Online Secure Trust Consultation Application

1. Before you start

This checklist supports your secure trust application by helping you gather the most common information and documents before you begin the online form. Completing the checklist first typically reduces follow-up and speeds up drafting.

- Set aside 30 to 60 minutes (longer if you have multiple properties, many accounts, or a business).
- Create one folder on your computer called Secure_Trust_Application.
- Gather digital copies (PDF preferred) of the items listed below.

2. Identity information

- Driver license or passport for the primary parties (Grantor/Trustor/Settlor and Trustee).
- Current home address and mailing address (if different).
- Phone number and email address for each key party.
- Date of birth for each key party (if requested in the form).

3. Trust parties and decision-makers

Have the names and contact details ready for the people who will hold roles in the trust documentation. Use full legal names.

- Grantor/Trustor/Settlor (the person creating the trust).
- Trustee (the person or institution responsible for administration).
- Successor Trustee (backup trustee).
- Trust Protector (if used in your scenario).

4. Beneficiaries

- Full legal name for each beneficiary.
- Current mailing address for each beneficiary (clean drafting and notices).
- How you want shares divided (percentages or units).

- If a beneficiary is a minor, note parent/guardian name and location.

5. Asset and property snapshot

You do not need perfect accounting to start, but you should be able to list what you own and where it is held.

- Real estate: address for each property and the most recent mortgage statement (if any).
- Bank accounts: most recent 1 to 2 statements for checking and savings (if requested).
- Brokerage and retirement: most recent statement (401(k), IRA, brokerage).
- Insurance: declarations or policy page for life insurance or key policies (if applicable).
- Vehicles: title or registration and VIN (if applicable).
- Business interests: operating agreement/bylaws and ownership records (if applicable).
- Debts: mortgage, loans, credit cards (most recent statements are usually sufficient).

6. Existing legal documents

- Existing trust documents (if any).
- Existing will (if any).
- Durable power of attorney (financial) (if any).
- Advance directive or living will (if any).
- Health care surrogate or health care proxy (if any).
- Court orders that affect assets or guardianship (if applicable).

7. Privacy, uploads, and email rule

Submit sensitive information only through the secure trust application form. Do not email sensitive identifiers.

- Do not email Social Security Numbers, full account numbers, passwords, or access keys.
- If a PDF is too large to upload (a common limit is 20MB), compress or split the PDF.
- If it still fails, email the PDF to sirmalcolm@dsceu.com with a subject that includes: Secure Trust Application and the upload step name.