All Account Types

Description
Account Set Up - a: Is the bank's capacity coded correctly?
Account Set Up - b: Is a copy of the governing trust agreement/will with all amendments in the file?
Account Set Up - c: Are distributions going to the correct beneficiaries?
Account Set Up - d: Are all beneficiaries entitled to statements receiving a statement?
Account Set Up - e: Is at least one external party receiving a statement?
Account Set Up - f: Does the Investment Responsibility agree with the account agreement?
Account Set Up - g: Is the account administrator's state the situs of the trust's governing law?
Account Set Up - h: Has the account risk rating been reviewed to determine if it should be changed?
Account Set Up - i: Does the risk rating need to be changed?
Account Set Up - j: If YES, has the appropriate Enhanced Due Diligence (EDD) been completed?
Account Set Up - k: If the risk rating has changed, has the change been entered in UD Field 29 on TrustDesk?
Account Set Up: Client Contact - a: Insert the date of Last Meeting with Client:
Account Set Up: Client Contact - b : Insert the date of Last Personal Contact with Client:
Account Set Up: Fees - a: Are fees negotiated or non-standard?
Account Set Up: Fees - b: If YES, enter date of last negotiation in the comment field.
Account Set Up: Fees - c: Is a tickler set up to review the non-standard fee every three years?
Account Set Up: Fees - d: Are non-standard fees mandated by the governing instrument?
Account Set Up: Fees - e: Is the non-standard negotiated fee still appropriate?
Account Set Up: Fees - f: If YES, enter date of last approval by the appropriate manager in the comment field.
Account Set Up: Fees - f: Do we need to take any extraordinary fees?
Account Set Up: Fees - g: If YES, insert date of last extraordinary fee in the comment field.
Investments - a: Is the investment objective accurate?
Investments - b: If the investment objective is correct but the portfolio is out of compliance, is a plan in place to bring the portfolio into compliance with the objective? Explain in the comment box.
Investments - c: Does the document language contain any asset restrictions?