

# Documents Needed to Open a Fiduciary Account

## Revocable Trust

- Employer Identification Number (EIN)/Social Security Number (SSN) (one or the other, not both) for the trust.
  - If EIN, we need the IRS letter stating the number for verification
- Certificate of Trust or Trust Agreement (one or the other, not both)
- Taxpayer Identification Number/SSN for trustee(s)
- Unexpired government issued identification (driver's license, passport, state ID card) of trustee(s)
- Most recent employer's address and phone number of trustee(s)

## Irrevocable Trust

- Employer Identification Number (EIN) for the trust.
  - We need the IRS letter stating the number for verification
- Certificate of Trust or Trust Agreement (one or the other, not both)
- Taxpayer Identification Number/SSN for trustee(s)
- Unexpired government issued identification (driver's license, passport, state ID card) of trustee(s)
- Most recent employer's address and phone number of trustee(s)

## Estate

- Employer Identification Number (EIN) for the estate.
  - We need the IRS letter stating the number for verification
- Letters of Testamentary for the estate
- Taxpayer Identification Number/SSN for personal representative(s)/executor(s)
- Unexpired government issued identification (driver's license, passport, state ID card) of personal representative(s)/executor(s)
- Most recent employer's address and phone number of personal representative(s)

## Conservatorship

- Taxpayer Identification Number/SSN for conservatee/ward
- Certified Letters of Conservatorship
- Taxpayer Identification Number/SSN for conservator(s)
- Unexpired government issued identification (driver's license, passport, state ID card) of conservator(s)
- Most recent employer's address and phone number of conservator(s)

## Representative Payee

- Taxpayer Identification Number/SSN for beneficiary
- Social Security Administration Retirement, Survivors and Disability Insurance Notice of Award letter
- Taxpayer Identification Number/SSN for representative payee
- Unexpired government issued identification (driver's license, passport, state ID card) of representative payee
- Most recent employer's address and phone number of representative payee