

Estate Onboarding Checklist



Our goal is to make the Trusts & Estates process as easy as possible. These checklists include some of the core information we will need to accept appointment and open an account.

If you plan to hold any specialty assets in the estate, such as oil, gas and minerals, private foundations, closely held assets or real property assets, please refer to the Specialty Assets Checklist starting on page 2.

Once the account has been opened, your J.P. Morgan team will supply a comprehensive packet containing the following documents: introductory letter, disclosures, fee schedule and J.P. Morgan OnlineSM enrollment forms.

Please reach out to your J.P. Morgan team for more information.

Information about people

- ☐ Personal identifying information about who created the trust (grantor), decision makers other than J.P. Morgan (co-trustee, if applicable) and who the trust is for (beneficiary)^{1, 2}
- ☐ Tax residency and citizenship of decedent, co-executor/co-trustee and beneficiary (Forms W-9 and W-8BEN³)
- ☐ Family tree
- ☐ Pre-deceased spouse estate tax return (IRS 706), if applicable
- ☐ Tax information (last three years of income tax returns and all applicable years of gift tax returns)

Information about the entity

- ☐ Certified governing document (e.g., will/codicil, trust/amendment to trust, etc.)
- ☐ Letters testamentary (if operating through a will)
- ☐ Trusteeship appointment (if operating through a trust)
- ☐ Tax information (tax identification number for estate or trust, tax residency and jurisdiction of the estate)
- ☐ List of assets and liabilities comprising the estate, including domicile of each and any pending or threatened litigation⁴
- ☐ Account statements for accounts coming into estate (e.g., banking, brokerage, retirement plans, life insurance, etc.)
- ☐ Marital property agreements or pre- and post-nuptial documents
- ☐ Safe deposit box information
- ☐ Agency appointment: Form W-9 for entity

Forms we will provide and need returned

- ☐ Certificate regarding entity status
- ☐ Agency appointment: Agency application and agreement

¹ Required information includes full name, photo ID, date of birth and Social Security number. For deceased grantors, only the full name and last known address are required. If the original source of capital is from a politically exposed person, we may require additional information.

² In addition to the standard required information, the decedent's certified death certification must also be submitted.

³ Form W-8BEN is only required for international beneficiaries.

⁴ Information must be sent for cash, marketable securities, tangible/personal property, closely held assets, real estate, oil and gas, and promissory notes. For closely held assets, documentation of ownership, financial statements and entity tax returns are required. For real estate, oil and gas, and promissory notes, documentation for the transaction or ownership (e.g., deed, etc.) is required.

Specialty Assets



We have numerous specialty teams that are equipped to manage a variety of asset types. Specialty assets require specific documentation to accept appointment and open an account, in addition to the required documents and information on the General Estate Checklist.

The below is only required if the estate holds one or more specialty assets.

OIL, GAS AND MINERALS

Information about the entity

- ☐ Detailed list of assets, including legal descriptions, type of interest, net ownership interest and asset status
- ☐ Revenue/expense information (e.g., check stubs, division orders, ad valorem statements, etc.)
- ☐ Ownership title documents (e.g., deeds, assignments, title opinions, inventories, etc.)⁵
- ☐ Lease documents for leased assets, and operating agreement and invoices for working interests
- ☐ Any pending litigation or regulatory proceedings involving asset

PRIVATE FOUNDATIONS

Information about the entity

- ☐ Entity resolution form
- ☐ List of all foundation assets and where they are held (if applicable)
- ☐ Full board list (if applicable)
- ☐ Any additional charitable tax documentation (e.g., prior tax returns, IRS Form 1023, etc.)
- ☐ IRS W-9 Form for the entity

CLOSELY HELD ASSETS

Information about people

- ☐ Grantor/beneficiary relationship to asset and objectives of the asset within the trust structure

Information about the entity

- ☐ J.P. Morgan's expected involvement with asset (e.g., passive minority investor, controlling interest, officer/board member, etc.)
- ☐ Name and general business description of asset, underlying assets and industry, current management and contact information
- ☐ Legal form of business of asset (e.g., C-Corp, S-Corp, LLC, etc.)
- ☐ Organizational documents for asset
- ☐ Any pending or threatened litigation or regulatory proceedings involving asset
- ☐ Stock certification (copy of both sides, if applicable, or K-1s for the past three years)
- ☐ Full-year financial statements for the past three years (audited, if available) and/or tax returns
- ☐ Most current capitalization table⁶ or number of shares/units/percentage to be held by each account
- ☐ Cost basis for asset

⁵ If ownership documentation is not sufficient, JPMC can research and obtain the necessary documentation at the client's expense.

⁶ It is required that you differentiate between the different classes of ownership, if applicable.

REAL PROPERTY ASSETS

Information about the entity

- ☐ Proof of ownership (e.g., deed, title report, etc.)
- ☐ Proprietary lease and stock certificate (co-ops only)
- ☐ Property type (e.g., single-family home, farm, etc.)
- ☐ Address or legal description
- ☐ Percentage interest owned

For investment property and land over 10 acres, the following are also required:

- ☐ Lease agreements, tenant list and rent roll

IMPORTANT INFORMATION

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