



Overview of Services

A. Horizon named fiduciary in estate planning documents

- Review and summarize estate plan documents
- Document key information (family tree, professionals and wishes)
- Document financial assets and beneficiary designations

- OUTPUT =>**
1. Estate Plan Summary (family tree, fiduciaries, beneficiaries)
 2. Financial Inventory
 3. Tangible Personal Property Template
 4. Closing Letter

Fiduciary Services

B. Funding coordination and support

- Document financial assets and beneficiary designations (including support)

- OUTPUT =>**
1. Financial Inventory Summary of Holdings (FISH™) Package (includes overall summary and 6 asset sections)
 2. Support Binder
 3. Tangible Personal Property Template
 4. Closing Letter

C. Estate administration consulting

- Guide and assist the named Trustee through the process of administering the estate; an overview of estate administration includes:

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| ▪ Reviewing estate plan documents | ▪ Keeping beneficiaries reasonably informed |
| ▪ Marshalling estate assets | ▪ Starting probate proceedings, if necessary |
| ▪ Preparing inventory | ▪ Working with professionals to invest assets |
| ▪ Re-titling assets | ▪ Preparing accountings(s) |
| ▪ Providing required notices | ▪ Drafting workpapers for tax return filings |
| ▪ Paying obligations including fiduciary fees | ▪ Making discretionary distributions |

D. Estate coordination and support

- Clarify goals and objectives
- Organize financial estate
- Assist with paying monthly bills, balancing checkbook, budgeting and forecasting
- Clarify options for decision making
- Provide recommendations including core professionals, community and other resources

Non-Fiduciary Services

Estate Life Cycle™



We help the aging and their families navigate through the complexities of stressful and overwhelming life situations.