

Appendix B: Trust Funding Tracker

The companion document to Appendix A. Where the inventory captures what you own, the tracker captures what got done.

Appendix A told you what to fund. Appendix B tracks the funding actions through Days 11 to 14, then carries forward into the verification work on Days 15 and 16. Without this tracker, the most common funding failure slips through: an asset you intended to transfer that never got finished.

Treat each row as proof. A funded asset has a status, a date, and a confirmation reference. If those three fields aren't filled in, the work isn't finished.

How to Use This Worksheet

Work through each category as you complete the corresponding day in Phase 2:

Real estate → Day 11

Bank accounts, brokerage, retirement, and life insurance → Days 12 and 13

Business interests and high-value personal property → Day 14

For each entry:

1. Reference the matching asset in your Appendix A inventory.
2. Capture the funding action details specific to that asset type.
3. **Tick the status checkbox as you progress:**

Not started: No action taken.

In process: Paperwork requested, prepared, or submitted.

Completed: The attorney, institution, county, or agency says the action has been processed.

Verified: You have written proof filed in the binder, and the asset record matches the intended result.

1. File the confirmation reference in your trust binder.
2. Use the notes line to flag anything unusual: a lender requirement, an operating agreement issue, a pending consent.

Each category has either three or five entries, matching the same split used in Appendix A. If you have more, use the digital version.

Digital version. Available at blackhoundbooksllc.com/trust-worksheets. Visit the URL directly. The digital version has unlimited rows, status filters, and a verification view. If you'd rather not store this information in the cloud, use the fillable PDF, save it locally, and keep the file with your trust binder.

Worked examples. David's funding actions appear at the top of each category. Same David from Appendix A, working through the same assets. His statuses show "Verified" because the example reflects a completed tracker, not work in progress.

Real Estate

Funding mechanism: a new deed retitling the property from your personal name to you as trustee of your trust, recorded with the county where required.

Example: David's primary residence

Property: 218 Linden Avenue, Bryn Mawr, PA (matches Property 1 in Appendix A)

County where deed was recorded: Montgomery County, PA

Recording reference (document number or book/page): Doc. #2026-118044, Vol. 7211, p. 312

Status: ☐ Not started ☐ In process ☐ Completed ☒ Verified

Date initiated: March 6, 2026 **Date completed:** March 18, 2026

Confirmation reference: Recorded deed copy in Tab 3; Montgomery County recorder receipt

Notes: Lender notified after trust transfer; no lender follow-up required

Property 1

Property: _____

County where deed was recorded: _____

Recording reference (document number or book/page):

Status: ☐ Not started ☐ In process ☐ Completed ☐ Verified

Date initiated: _____ **Date completed:** _____

Confirmation reference: _____

Notes: _____

Property 2**Property:** _____**County where deed was recorded:** _____Recording reference (document number or book/page):
_____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Property 3****Property:** _____**County where deed was recorded:** _____Recording reference (document number or book/page):
_____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____*Need more entries? Use the digital version.***Bank Accounts**

Funding mechanism: retitling the account from your personal name to your name as trustee of your trust. The account number often stays the same; the account registration changes.

Example: David's primary checking**Account:** Wells Fargo checking, ending 7219 (matches Account 1 in Appendix A)**New account title (as it now reads):** David R. Hoffman, Trustee of the David R. Hoffman Revocable Living Trust dated 3/4/2026**Status:** ☐ Not started ☐ In process ☐ Completed ☒ Verified**Date initiated:** March 9, 2026 **Date completed:** March 16, 2026**Confirmation reference:** Wells Fargo confirmation letter dated 3/18/2026, in Tab 4**Notes:** Branch required certification of trust at appointment

Account 1**Account:** _____**New account title (as it now reads):** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Account 2****Account:** _____**New account title (as it now reads):** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Account 3****Account:** _____**New account title (as it now reads):** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Account 4****Account:** _____**New account title (as it now reads):** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____

Account 5**Account:** _____**New account title (as it now reads):** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____*Need more entries? Use the digital version.***Brokerage and Investment Accounts**

Funding mechanism: retitling the account from your personal name to your name as trustee of your trust. Non-retirement investment accounts only.

Example: David's Vanguard brokerage**Account:** Vanguard brokerage, ending 2058 (matches Account 1 in Appendix A)**New account title or registration:** David R. Hoffman, Trustee of the David R. Hoffman Revocable Living Trust dated 3/4/2026**Status:** ☐ Not started ☐ In process ☐ Completed ☒ Verified**Date initiated:** March 10, 2026 **Date completed:** March 19, 2026**Confirmation reference:** Vanguard confirmation email dated 3/19/2026, in Tab 4**Notes:** Submitted online; required upload of certification of trust**Account 1****Account:** _____**New account title or registration:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____

Account 2**Account:** _____**New account title or registration:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Account 3****Account:** _____**New account title or registration:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____*Need more entries? Use the digital version.*

Retirement Accounts

Funding mechanism: updated beneficiary designation on file with the institution that holds the account. The account isn't retitled. Naming the trust as a retirement account beneficiary introduces tax complexity that should be reviewed with a professional before doing so.

Example: David's 401(k)**Account:** Fidelity 401(k), ending 9911 (matches Account 1 in Appendix A)**Primary beneficiary now reads:** Claire Hoffman (100%)**Contingent beneficiary now reads:** None named**Status:** ☐ Not started ☐ In process ☐ Completed ☒ Verified**Date initiated:** March 11, 2026 **Date completed:** March 14, 2026**Confirmation reference:** Fidelity confirmation letter dated 3/27/2026 in Tab 5

Note: David's original Day 13 entry showed this row as "Completed" on March 14. His Day 15 verification pass revealed the form still listed his ex-wife as primary beneficiary. The original change request had never processed. David resubmitted, received written confirmation, and updated the status to "Verified" only when the confirmation letter arrived. "Completed" isn't "Verified." Don't tick Verified until you have written proof.

Account 1**Account:** _____**Primary beneficiary now reads:** _____**Contingent beneficiary now reads:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Account 2****Account:** _____**Primary beneficiary now reads:** _____**Contingent beneficiary now reads:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Account 3****Account:** _____**Primary beneficiary now reads:** _____**Contingent beneficiary now reads:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____

Account 4**Account:** _____**Primary beneficiary now reads:** _____**Contingent beneficiary now reads:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Account 5****Account:** _____**Primary beneficiary now reads:** _____**Contingent beneficiary now reads:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____*Need more entries? Use the digital version.*

Life Insurance

Funding mechanism: updated beneficiary designation on file with the insurer. The policy isn't retitled.

Example: David's term policy**Policy:** Northwestern Mutual term, policy ending 2266 (matches Policy 1 in Appendix A)**Primary beneficiary now reads:** Claire Hoffman (100%)**Contingent beneficiary now reads:** None named**Status:** ☐ Not started ☐ In process ☐ Completed ☒ Verified**Date initiated:** March 12, 2026 **Date completed:** March 28, 2026**Confirmation reference:** Northwestern Mutual updated designation letter dated 3/28/2026, in Tab 5**Notes:** Form required wet signature; mailed with return receipt

Policy 1**Policy:** _____**Primary beneficiary now reads:** _____**Contingent beneficiary now reads:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Policy 2****Policy:** _____**Primary beneficiary now reads:** _____**Contingent beneficiary now reads:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Policy 3****Policy:** _____**Primary beneficiary now reads:** _____**Contingent beneficiary now reads:** _____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____*Need more entries? Use the digital version.*

Business Interests

Funding mechanism: a signed assignment of membership or partnership interest, plus any required co-owner consent. Operating agreement amendment if applicable.

Example: David's single-member LLC

Business: Hoffman Property Management LLC (matches Business 1 in Appendix A)

Type of transfer document used: Assignment of Membership Interest, plus operating agreement amendment reflecting trust as current member.

Member or partner consent obtained: ☐ Yes ☐ No ☒ Not required (single-member LLC)

Status: ☐ Not started ☐ In process ☐ Completed ☒ Verified

Date initiated: March 13, 2026 **Date completed:** March 27, 2026

Confirmation reference: Signed assignment and amendment in Tab 6; PA Department of State business registry updated 3/30/2026

Notes: Attorney prepared one-page assignment transferring 100% interest from David individually to David as trustee. Updated state registry online.

Business 1

Business: _____

Type of transfer document used: _____

Member or partner consent obtained: ☐ Yes ☐ No ☐ Not required

Status: ☐ Not started ☐ In process ☐ Completed ☐ Verified

Date initiated: _____ **Date completed:** _____

Confirmation reference: _____

Notes: _____

Business 2

Business: _____

Type of transfer document used: _____

Member or partner consent obtained: ☐ Yes ☐ No ☐ Not required

Status: ☐ Not started ☐ In process ☐ Completed ☐ Verified

Date initiated: _____ **Date completed:** _____

Confirmation reference: _____

Notes: _____

Business 3**Business:** _____**Type of transfer document used:** _____**Member or partner consent obtained:** ☐ Yes ☐ No ☐ Not required**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____*Need more entries? Use the digital version.*

High-Value Personal Property

Funding mechanism: most items transfer through a general assignment document signed at the time of trust execution. Titled items (vehicles, boats, aircraft) require separate retitling with the issuing agency.

Example: David's restored collector vehicle

Item: 1967 Ford Mustang coupe, restored, VIN 7R01C123456 (matches Item 1 in Appendix A)

Transfer mechanism: ☐ General assignment document ☒ Separate retitling (vehicle title, etc.)

If separate retitling, which agency or document: Pennsylvania PennDOT title transfer, confirmed with attorney because this is a collector vehicle

Status: ☐ Not started ☐ In process ☐ Completed ☒ Verified**Date initiated:** March 16, 2026 **Date completed:** March 30, 2026**Confirmation reference:** New PA title issued to David as trustee, copy in Tab 7

Notes: Attorney recommended retitling because the vehicle is appreciating and separately insured. Everyday vehicles may not warrant this process.

Item 1**Item:** _____**Transfer mechanism:** ☐ General assignment document ☐ Separate retitlingIf separate retitling, which agency or document:
_____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Item 2****Item:** _____**Transfer mechanism:** ☐ General assignment document ☐ Separate retitlingIf separate retitling, which agency or document:
_____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Item 3****Item:** _____**Transfer mechanism:** ☐ General assignment document ☐ Separate retitlingIf separate retitling, which agency or document:
_____**Status:** ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____

Item 4**Item:** _____**Transfer mechanism:** ☐ General assignment document ☐ Separate retitling

If separate retitling, which agency or document:

Status: ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____**Item 5****Item:** _____**Transfer mechanism:** ☐ General assignment document ☐ Separate retitling

If separate retitling, which agency or document:

Status: ☐ Not started ☐ In process ☐ Completed ☐ Verified**Date initiated:** _____ **Date completed:** _____**Confirmation reference:** _____**Notes:** _____

When the Tracker Is Complete

A complete tracker has every applicable row filled in, every status box ticked through to "Verified," and every confirmation reference filed in the correct binder tab.

If any row stops short of Verified, it isn't done. Days 15 and 16 exist to surface exactly those rows. Pull this sheet on Day 15. Work through each entry. Anything still showing "Completed" but not "Verified" is where the audit work happens.

Update this tracker any time an asset is added, sold, or has its title or beneficiary changed. The annual review on Day 18 starts here as well.