



PROFESSIONAL TRUSTEE SERVICES

The role of Trustee is complex and the responsibilities can be overwhelming. Managing and administering a Trust can be a lengthy and time-consuming process that could carry on for many years.

A Trustee's responsibilities can range from asset preservation within a trust, which may include real estate and investments, to determining possible liabilities and tax obligations that the trust may incur. One of the most important responsibilities of a Trustee may be managing and fulfilling ongoing payments to the beneficiaries of the trust, taking into account any possible conflicting interests amongst beneficiaries.

Depending on the structure of the trust, the Trustee may also be required to make investment decisions, manage the upkeep of property and arrange payment for any related expenses. To demonstrate that funds are being properly managed and will be available to the beneficiaries as dictated by the Trust Agreement, the Trustee must maintain a full account of all assets and transactions and provide reporting when requested.

A Trustee may also be called upon to mediate any family issues surrounding the trust, which can arise when a family situation includes second marriages and step-children, or when joint family assets, such as a cottage, are part of the trust.

Fulfilling responsibilities as Trustee can require a major time commitment and a significant level of expertise in investments, taxation and trust law. CIBC Trust can help manage this complex process, minimize risks and provide the expertise required to ensure trusts are professionally managed and a client's wishes are fulfilled.

WITH CIBC TRUST, YOU CAN BE CONFIDENT THAT OUR EXPERIENCED TEAM IS COMMITTED TO MEETING YOUR TRUST NEEDS WITH CARE AND EXPERTISE. TO LEARN MORE ABOUT CIBC TRUST SERVICES, PLEASE CONTACT YOUR CIBC ADVISOR.

SIMPLIFY THE TRUSTEE ROLE WITH CIBC TRUST

The role of Trustee can be a challenging one. CIBC Trust can act as a Trustee, allowing for proactive support from a team of specialists who can make objective decisions to support the needs of the beneficiaries of the trust.

When you appoint CIBC Trust as your Trustee, you can be assured of the proper day-to-day administration of your trust and that your trust is being taken care of every step of the way. As a professional Trustee, we have the ability to draw on the expertise of our CIBC partners in tax, investments and trust law to assist with any complex trust administration issues, and can act as an objective third-party to help mitigate any family and beneficiary conflicts.

The table on the reverse lists some of the common duties of a Trustee, the challenges a trusted friend or family member acting as Trustee may face and explains how CIBC Trust can help.

CHOOSE YOUR TRUSTEE WITH PEACE OF MIND

CIBC Trust can act as your Trustee to provide you with peace of mind knowing that your trust requirements will be carried out in accordance with your wishes for the benefit of the trust beneficiaries. Our team of professionals have the expertise needed to manage the responsibilities of your personal trust through every stage of your trust administration.

DUTIES OF A TRUSTEE

CHALLENGES AN INDIVIDUAL MAY FACE

HOW CIBC TRUST CAN HELP

IMMEDIATE

- Reviewing the will or trust deed
- Consulting with family members and beneficiaries
- Assessing the immediate financial needs of any beneficiaries
- Lacking the time or expertise for administrative tasks
- Lacking the understanding of provincial legislation
- Maintaining impartiality with family members
- Residing out of town, province or country
- Performing all administrative tasks
- Providing personal attention and regular trust updates to beneficiaries
- Acting as an impartial third party

BENEFICIARY ADMINISTRATION

- Determining beneficiaries' entitlement outlined in the will or deed
- Communicating with beneficiaries regarding entitlement
- Liaising with beneficiaries and managing ongoing payments
- Responding to requests and questions from beneficiaries
- Dealing with wills or deeds that contain invalid provisions or dated information
- Calculating beneficiary shares based on a complex breakdown of formulas
- Locating beneficiaries
- Navigating family dynamics and remaining impartial and objective
- Managing the time commitment for frequent payments
- Providing expertise in interpretation of beneficiary entitlement
- Being a neutral third party to help alleviate potential conflict when family dynamics are an issue
- Maintaining and documenting ongoing and one time payments to beneficiaries
- Providing sound decisions on requests from beneficiaries

PROTECTION OF TRUST ASSETS

- Identifying and recording trust assets
- Ensuring safe custody of valuables
- Securing real estate, arranging for property management and obtaining suitable insurance coverage
- Assessing investment risks
- Collecting trust assets from multiple sources
- Consolidating trust assets for proper statement reporting
- Ensuring security and protection of special collections
- Overseeing multiple properties, rentals or commercial holdings
- Managing complex investments
- Finding qualified professionals to value or secure assets
- Preparing paperwork to transfer all assets for consolidation into one account for reporting ease
- Managing trust assets and monitoring properties
- Arranging for adequate and up to date insurance coverage
- Arranging for professional appraisal of assets (including those out of province or country)
- Arranging for valuation of private holding companies
- Arranging for storage of valuables
- Consolidating assets in an account for proper trust reporting and security purposes
- Monitoring markets and manage complex investments

MANAGING THE TRUST ASSETS

- Opening a trust account
- Managing, selling, or transferring real estate holdings
- Registering trust assets in the name of the trust
- Managing or disposing of investments
- Ensuring all assets are managed in accordance with provincial trust legislation
- Managing administrative time commitments
- Managing trust investments
- Handling conflicts among beneficiaries
- Completing extensive paperwork required to re-register and transfer assets to the trust
- Securing assets
- Understanding multiple legislative and regulatory requirements
- Ongoing tracking of income versus capital to ensure beneficiaries are treated fairly
- Manage investments and assets and provide guidance regarding provincial trust legislation
- Prepare paperwork to transfer assets
- Provide advice on managing the trust while respecting the reporting requirements of the various bodies of government
- Provide segregated reporting of income versus capital

TRUST TAX MATTERS

- Determining tax cost at the date of inception of the trust and reviewing past returns
- Determining tax implications of the trust, such as a 21-year deemed disposition
- Preparing and filing required income tax returns on an annual basis, including beneficiary elections
- Obtaining tax clearance certificates upon trust windup
- Completing specialized tax returns
- Managing outstanding tax returns from previous years
- Minimize taxes by filing appropriate returns and elections annually
- Access to CIBC Trust tax specialists who focus on the preparation of estate and trust tax returns
- Review and provide guidance on the Canada Revenue Agency's Notice of Assessment/ Clearance Certificate
- Manage 21-year deemed disposition taxation

DISTRIBUTION OF THE TRUST

- Distributing funds to the beneficiaries on an ongoing or one-time basis
- Submitting fund distribution accounting and final statements to beneficiaries
- Keeping track of and distributing assets to beneficiaries (possibly on an ongoing basis)
- Uneven distribution among beneficiaries (potential conflict)
- Lack of familiarity with establishing, managing, and winding up trust(s)
- Arranging for distribution of assets
- Leveraging years of experience in handling discretionary trust matters
- Providing ongoing accounting to beneficiaries

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