

Re:

Dear _____:

The following is an annual report to keep you updated on the _____ Trust. This report has been compiled per the provisions of RCW 11.106.020 and 11.106.030 which requires that the Trustee shall keep all persons interested in the trust reasonably informed about the administration of the trust and of the material facts necessary for them to protect their interests. A report that contains the following is presumed to satisfy the Trustee's duty to keep such persons reasonably informed for the relevant period of trust administration:

- (a) A statement of receipts and disbursements of principal and income that have occurred during the accounting period;
- (b) A statement of the assets and liabilities of the trust and their values at the beginning and end of the period;
- (c) The trustee's compensation for the period;
- (d) The agents hired by the trustee, their relationship to the trustee, if any, and their compensation, for the period;
- (e) Disclosure of any pledge, mortgage, option, or lease of trust property, or other agreement affecting trust property binding for a period of five years or more that was granted or entered into during the accounting period;
- (f) Disclosure of all transactions during the period that are equivalent to one of the types of transactions described in RCW 11.98.078 or otherwise could have been affected by a conflict between the trustee's fiduciary and personal interests;
- (g) A statement that the recipient of the account information may petition the superior court pursuant to chapter 11.106 RCW to obtain review of the statement and of acts of the trustee disclosed in the statement; and
- (h) A statement that claims against the trustee for breach of trust may not be made after the expiration of three years from the date the beneficiary receives the statement.

This report covers from _____ to _____ (the reporting period).

Receipts. During the reporting period, the following assets/income were received by the Trust:

- 1.
- 2.
- 3.

Disbursements. During the reporting period, the following distributions were made from the Trust on your behalf, as the beneficiary of the Trust:

- 1.
- 2.
- 3.
- 4.

Assets. As of the end of the reporting period, the asset(s) of the Trust consisted of the following item(s). The estimated value of each asset, based on the records available, is:

<u>Asset</u>	<u>Estimated Value</u>
1.	
2.	

If deemed to be helpful, relevant statement(s) or other documents regarding the above asset(s) are enclosed.

Expenses. The following expenses were incurred, including for Trustee Fees and any agents, on behalf of the Trust(s):

1. Trustee Fees - _____ - \$ _____
2. CPA - _____ - \$ _____
3. Attorney Fees - _____ - \$ _____

Pledges, mortgages, options, or leases against trust property. There are no pledges, mortgages, options, or leases against trust property.

Disclosure of transactions under RCW 11.98.078. There were no transactions during the last year that could have been affected by a conflict between the Trustee's fiduciary and personal interest.

As the beneficiary of this trust, you may petition the Superior Court pursuant to RCW 11.106 to obtain review of the statement and acts of the Trustee disclosed in the statements. Any claims

against the Trustee for breach of trust may not be made after the expiration of three years from the date you receive the statements. Unless unreasonable against the circumstances, the Trustee will respond for any request for information related to the administration of the Trust within sixty (60) days of the receipt of your request.

If you have any further questions or concerns please do not hesitate to call or email me at _____.

Very Truly Yours,

Trustee

Enclosures