SAMPLE INTERVIEW QUESTIONS WHEN HIRING A PROFESSIONAL FIDUCIARY

Hiring a professional fiduciary is an important decision. Depending on the type of services you need, this person will have access to personal and financial information and you and/or your family members. You want to make sure you thoroughly vet the person being considered to receive the best possible service.

The Professional Fiduciaries Bureau (licensing agency for Professional Fiduciaries) recommends interviewing at least three potential candidates before selecting a fiduciary. Here are some sample interview questions to ask before becoming a client.

- What type of services do you provide?
- Are you insured for errors and omissions?
- What credentials do you have?
- What are your office and telephone hours? Are you accessible by text and/or email?
- How long should I expect to wait to receive a response from you to a communication?
- If there is an emergency after hours, how do I reach you or your staff?
- What are your internal controls like? How is my confidential information protected?
- What happens to me if something happens to you? What is your succession plan?
- Do you have a disaster recovery plan for my data?
- What fees to you charge and when?
- If you use other professionals (CPA's, attorney, caregiver, etc.) what are their fees?
- Do you work alone or do you have a staff?
- If you have a staff, what types of services do you delegate to them?
- What is the fee for services provided by your staff?
- How often will you provide me with an accounting?
- Can you provide me with references of past or current clients or other professionals you have worked with who I can contact?

For more information or assistance in finding a professional fiduciary, contact the PFAC office at 844.211.3151 or email PFACadmin@pfac-pro.org.