



# Fees for our services

Your guide to fees and  
charges for our services



NSW Trustee  
& Guardian



NSW Trustee & Guardian

provides clear information on

fees and charges for our services.

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The fees outlined in this brochure are current at the time of publication. For any changes to the fees charged by NSW Trustee & Guardian the information will be made available via our website [www.tag.nsw.gov.au](http://www.tag.nsw.gov.au)





## About NSW Trustee & Guardian

As a provider of independent trustee and financial management services, NSW Trustee & Guardian has been trusted by the people of NSW for more than 100 years.

NSW Trustee & Guardian's fees and commissions are competitive and are regulated. We will always take time to explain our fees. When making comparisons with other providers, it is important to be aware of the comprehensive service NSW Trustee & Guardian delivers in administering your estate, trust, or managing your affairs under a Power of Attorney.

### Trustee services:

- Will Making
- Will Safe Storage
- Deceased Estate Administration
- Powers of Attorney
- Trust Administration

### Financial management services:

NSW Trustee & Guardian can be appointed by a court or tribunal to provide direct financial management services for people who have a disability that affects their capacity to make decisions. We also provide support and authorisation to private managers.

## Will and Power of Attorney Preparation

When your Will and Power of Attorney are prepared by NSW Trustee & Guardian you can choose your own executor and attorney, or choose NSW Trustee & Guardian for independent and impartial services. NSW Trustee & Guardian will prepare and witness Enduring Guardianship documents free of charge. Will and Power of Attorney preparation services are provided free for people eligible for a full Centrelink Age Pension (including people receiving other government benefits, such as a Department of Veterans' Affairs Pension, who would otherwise be eligible for a full Centrelink Age Pension).

Fees (including GST)	Will	PoA*	PoA + Will
Document preparation	\$330	\$220	\$440
NSWTG document update	\$220	\$165	\$330

\*Power of Attorney

## Will Safe Storage

NSW Trustee & Guardian Will Safe provides secure storage for important planning ahead documents whether it is a Will, Power of Attorney or Enduring Guardianship appointment.

Fees (including GST)	
Single document deposit (Will, Power of Attorney or Enduring Guardianship)	\$29
Deposit up to three documents	\$49
Deposit up to three documents for NSW Seniors Card holders	\$29

For clients who appoint NSW Trustee & Guardian as their executor or attorney (including first-named substitute only) document storage is free of charge. There is no fee for document retrieval.

## Deceased Estate Administration

Deceased estate administration involves collecting a person's assets, paying their debts, and distributing the assets according to the terms of their Will. NSW Trustee & Guardian's fees are competitive and are regulated. Our fees include both work done to obtain a grant of probate or administration, and the work to administer and distribute the estate.

<b>Fees (including GST)</b>	
One-off executor fee	Based on asset values: 4.4% on the first \$100,000 3.85% on the second \$100,000 2.75% on the third \$100,000 1.65% any amounts over \$300,000 Minimum fee of \$220
Estate management	0.77% per year on value of assets held
Account keeping	\$132 per year
Investment	0.11% per year of value of assets invested in NSWTG investment funds

<b>Additional fees that may apply (including GST)</b>	
Lodgement of tax return	\$297 first hour \$253 additional hourly rate (charged in 15 minute blocks)
Tax investigation without lodgement	\$148.50 first hour \$253 additional hourly rate (charged in 15 minute blocks)

If legal work is undertaken for you by external legal service providers their costs will be additional to NSW Trustee & Guardian fees.

## Private Management

A private manager is a person appointed by a court or tribunal to manage the financial affairs of a person with a disability that affects their capacity to make decisions. NSW Trustee & Guardian provides support and authorisation to private managers. All fees for private management clients are exempt from GST. Fee reductions apply for clients with assets \$75,000 and under.

Fees (GST exempt)	
Establishment fee (based on initial value of assets)	\$500 (reductions apply for clients with assets \$75,000 or less)
Administration	\$120 per year (reductions apply for clients with assets \$75,000 or less)
Investment	0.1% per year of value of assets invested in NSWTG investment funds
Account checking	Yearly fee based on complexity \$100 (low), \$200 (medium) \$300 (high)





# Power of Attorney Activation

NSW Trustee & Guardian can act as your attorney under a Power of Attorney in a short term or continuing management arrangement. We can tailor the level of assistance you require to suit your needs.

Fees (including GST)	
One-off establishment fee	\$550
Management	1.1% of the value of income producing and investment assets managed by NSW TG (excluding principal place of residence). Minimum fee of \$1100
Account keeping	\$132 per year

Additional fees that may apply (including GST)	
Lodgement of tax return	\$297 first hour \$253 additional hourly rate (charged in 15 minute blocks)
Tax investigation without lodgement	\$148.50 first hour \$253 additional hourly rate (charged in 15 minute blocks)

If legal work is undertaken for you by external legal service providers their costs will be additional to NSW Trustee & Guardian fees.



## Trust Administration

A trust is created either by a Will, a deed, declaration or court order. Trusts are a way of providing continuing support for beneficiaries. If NSW Trustee & Guardian administers an estate that includes a continuing trust, the one-off trustee fee is not charged. If setting up a new trust or transferring a trust to NSW Trustee & Guardian the one-off trustee fee is charged.

<b>Fees (including GST)</b>	
One-off trustee fee	Based on asset values: 3.85% on the first \$100,000 2.75% on the second \$100,000 1.65% on the third \$100,000 0.55% any amounts over \$300,000 Minimum fee of \$220
Trust management	0.77% per year on value of assets held (excluding the principal place of residence)*
Account keeping	\$132 per year
Investment	0.11% per year of value of assets invested in NSW TG investment funds

\*For some categories of trusts, including but not limited to testamentary, inter vivos, trusts for sale, or trusts resulting from a family provision claim, the principal place of residence is included in the asset total.

<b>Additional fees that may apply (including GST)</b>	
Lodgement of tax return	\$297 first hour \$253 additional hourly rate (charged in 15 minute blocks)
Tax investigation without lodgement	\$148.50 first hour \$253 additional hourly rate (charged in 15 minute blocks)

If legal work is undertaken for you by external legal service providers their costs will be additional to NSW Trustee & Guardian fees.

## NSW Trustee & Guardian Common Fund

All money received from an estate, trust or Power of Attorney forms part of the NSW Trustee & Guardian Common Fund. This earns interest calculated on daily balances and is credited to accounts in June and December each year.



## Direct Financial Management

NSW Trustee & Guardian can be appointed by a court or tribunal to provide direct financial management services for people who have a disability that affects their capacity to make decisions. All fees for direct financial management clients are exempt from GST. Fee reductions apply for clients with assets \$75,000 and under.

Fees (GST exempt)	
Establishment fee (based on initial value of assets)	1% of value of total assets, with a minimum of \$500 (reductions apply for clients with assets \$75,000 or less) and maximum of \$3,000
Ongoing management	1.4% per year of total assets, up to a maximum of \$15,000 (excluding principal place of residence and some other assets)
Investment	0.1% per year of value of assets invested in NSW TG investment funds
Account keeping	\$120 per year (reductions apply for clients with assets \$75,000 or less)

Additional fees that may apply (GST exempt)	
Lodgement of tax return	\$270 first hour \$230 additional hourly rate (charged in 15 minute blocks)
Tax investigation without lodgement	\$135 first hour \$230 additional hourly rate (charged in 15 minute blocks)



## Additional Costs

Our standard fees do not cover costs from other organisations e.g. banks, valuers and real estate agents, or out of pocket expenses such as postage, phone and photocopying. There may be further charges for additional work, for instance if legal advice is required, realty inspections, there are overseas assets involved, the entitlement or Will is contested, or we have to search for missing beneficiaries and/or prepare family trees.

## Conveyancing and Miscellaneous Matters

NSW Trustee & Guardian uses a panel of conveyancers for all conveyancing (sale or purchase of a property). This cost will be charged to the client or estate. If any legal work is outsourced to a law firm, the fees charged by the law firm apply and are paid by the client or estate.



Below are a list of fees that may be charged by NSW Trustee & Guardian for work carried out in relation to an estate or for a client.

<b>Fees (including GST)</b>	
Aborted Sale	\$330
Rescission/Termination of Contract	\$319
Application for new Certificate of Title	\$319
Notice to Complete	\$258.50
Discharge of Mortgage	\$258.50
Notional Sale	\$566.50
Minister's Consent	\$258.50
Novation Agreement	\$258.50
Land Tax:	
Investigation and lodgement of initial/variation returns	\$253
Attending clearance of Section 47 Certificate	\$44
Preparation of Exemption	\$71.50

## Legal Services

If legal work is undertaken for you by external legal service providers, their costs will be additional to NSW Trustee & Guardian fees. If legal work is undertaken by NSW Trustee & Guardian's in-house solicitors, their fees are also additional and are set out as follows:

<b>Hourly Fees (including GST)</b>	
Director	\$561
Principal Solicitor – Grade VI	\$561
Senior Solicitor – Grade V	\$456.50
Solicitor – Grade IV	\$456.50
Solicitor – Grade I – III	\$418
Legal Assistant	\$165

## Genealogy Services

Where NSW Trustee & Guardian makes enquiries to locate and identify persons entitled to share in an estate, including an intestate estate, a fee not exceeding 5.5% (incl. GST) of the net value of the estate will be charged to the estate.

## Property Inspections, Securing of Property and Inventory

If NSW Trustee & Guardian undertakes property inspections, including securing a property or taking inventory, then a service provider may be engaged to do this work. The following additional costs outline the cost to the client or estate to have this work completed.

Fees (including GST)	
Minimum hourly rate	\$220.00 (up to 4 hours maximum)
Minimum hourly rate if additional person is required for the work	\$80.00 (up to 4 hours maximum)
Motor vehicle allowance for service provider	Can be claimed at 27 cents/km
Travel allowance for service provider (other than by motor vehicle)	Travel allowance is claimable from the service providers workplace to the address of the property and return
Overnight travel allowance for service provider	Travel allowance is capped at \$150 per night*

\*NSWTG must be notified and approval obtained by service provider prior to commencement of the travel.

## Financial Planning

If financial planning services are undertaken for you by NSW Trustee & Guardian's Financial Planning Unit, the following additional costs will be charged to the client.

Financial planning service	Client asset value	Fee* (inc GST)
Create financial plan	\$0 – 50,000	\$82.50
Create financial plan	Over \$50,000	\$165 per hour
Annual review of financial plan	\$0 – 5,000	No charge
Annual review of financial plan	\$5,001 – 50,000	\$41.25
Annual review of financial plan	\$50,001 – 100,000	\$82.50
Annual review of financial plan	Over \$100,000	\$165 per hour

\*For all direct management and private management clients GST does not apply to these fees.



# Plan Ahead with NSW Trustee & Guardian

You can make your Will, Power of Attorney and Enduring Guardianship documents at a plan ahead day or one of our branches. We regularly hold plan ahead days at community venues across NSW. Check our website for upcoming plan ahead days in your area [www.tag.nsw.gov.au/planahead](http://www.tag.nsw.gov.au/planahead)

There is an agent for NSW Trustee & Guardian at every Local Court in NSW. Service NSW Centres also offer information on NSW Trustee & Guardian services.

## Contact us



**1300 364 297**

(local call cost only)

or **+61 2 8688 2600**



[www.tag.nsw.gov.au](http://www.tag.nsw.gov.au)

## Branches

- Bathurst
- Broken Hill
- Lismore
- Newcastle
- Parramatta
- Port Macquarie
- Sydney CBD
- Wagga Wagga
- Wollongong

## Services

- Will Making
- Will Safe Storage
- Power of Attorney
- Enduring Guardianship
- Trust Administration
- Deceased Estate Administration
- Financial Management



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