Beneficiaries - AU

The **Beneficiaries** tab lets you add, view and manage beneficiaries of a trust.

A trust must have at least one beneficiary at all times.

To add a beneficiary

1. Select a client from **My List** and click **Corporate Admin**.
2. Click the **Beneficiaries** tab.
3. Click **Add beneficiary** located at the end of the current beneficiaries list.
4. Select the beneficiary from the list of contacts:
   a. To search for a contact, start typing their name in the field. A list of matching contacts in MYOB Practice displays.
   b. Select the contact. If there's no matching contact, click **Create new contact** to add them. They'll also be added to your MYOB Practice contacts list.
5. Enter the unit allotment details in the relevant columns.

To edit a beneficiary

1. Select a client from **My List** and click **Corporate Admin**.
2. Click the **Beneficiaries** tab.
3. Click the ... icon for the beneficiary and choose **Edit beneficiary**.

To remove a beneficiary

1. Select a client from **My List** and click **Corporate Admin**.
2. Click the **Beneficiaries** tab.
3. Click the icon for the beneficiary and choose **Delete beneficiary**.

Beneficiary register

The **Beneficiaries register** lists all current and former beneficiaries and details, including:

- the **Start date**, when the person first became a beneficiary of the trust
- the **End date**, when the person stopped being a beneficiary of the trust
- the **Type** of beneficiary — corporate or individual
- the **Address** of the beneficiary.

To maintain an accurate history of beneficiaries, you can add the details of former beneficiaries as a historical entry.

To add a historical entry to the Beneficiaries register

1. Click **Add historical entry** located at the end of the **Beneficiaries register**.
   The **Search for beneficiary** field appears.
2. Enter the name of the beneficiary and click on their name to add.

   or

   Click **Create new contact**, fill in their details and click **Add beneficiary**.