



## Wendy Moeller

### SENIOR PARALEGAL

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#### OVERVIEW

Wendy, a senior paralegal, has extensive experience in estate and trust administration and taxation.

Her responsibilities and experience include:

- Administration of estates, including preparation of pleadings and other filings in probate court proceedings, preparation of federal and state death tax returns and estate income tax returns, and collection of assets and accountings.
- Administration of trusts, including preparation of trust income tax returns and accountings, cash management, and communication with trustees and beneficiaries.
- Preparation of individual income tax returns, decedents' final income tax returns and gift tax returns.
- Assistance with responses to estate and gift audits and examinations.

#### Industry

Financial Services & Capital Markets

#### Service

Private Wealth

## Education

- Institute for Paralegal Training
- B.S., Miami University



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