



INVESTMENTS



ADVISOR ADVANCEMENT INSTITUTE

Executor checklist

You've been named executor—now what?

While both an honor and a big responsibility, protecting and distributing someone’s property can be an overwhelming task.

The following pages can help you make a plan and keep track of the many tasks and documents involved in settling an estate. The Executor checklist will help guide you through the process and help you organize all paperwork and correspondence. Be sure to include the dates that you complete each task and any follow-up actions you may need to take.

Executor name: _____ Information current as of: _____

Key Contacts			
	Name	Phone Number	Address
<input type="checkbox"/> Financial professional			
<input type="checkbox"/> CPA/Accountant			
<input type="checkbox"/> Tax preparer			
<input type="checkbox"/> Insurance representative			
<input type="checkbox"/> Attorney			
<input type="checkbox"/> Executor			

Task		
	Date Completed	Issues/Comments
<input type="checkbox"/> Find the will		
<input type="checkbox"/> Get multiple copies of the certified death certificate		
<input type="checkbox"/> Submit the will to local probate court and receive Letter of Testamentary		
<input type="checkbox"/> Apply for an Employer Identification Number (EIN) from the IRS to identify the deceased’s estate accounts during the account transfer and estate settlement process		
<input type="checkbox"/> Appraise assets, if needed		
<input type="checkbox"/> Arrange to publish a “notice of probate” in local newspapers to give creditors and beneficiaries public notice of the deceased’s death and the appointment of the personal representative		
<input type="checkbox"/> Determine whether probate proceedings are needed		
<input type="checkbox"/> If probate, conduct the proceedings or hire a lawyer to conduct proceedings		
<input type="checkbox"/> If there is a Living Trust, work with the trustee for paying bills, property management, and other miscellaneous tasks		
<input type="checkbox"/> Designate guardians for minors, if necessary		
<input type="checkbox"/> Designate a conservator (for collecting and managing a minor child’s inheritance)		
<input type="checkbox"/> Protect/Manage assets until distributed to beneficiaries		
<input type="checkbox"/> Collect money owed to the estate (e.g., wages, insurance benefits, rent, etc.)		
<input type="checkbox"/> Pay bills		
<input type="checkbox"/> File final income tax returns for the deceased		
<input type="checkbox"/> File estate taxes, if necessary		
<input type="checkbox"/> Distribute assets		

Documents Needed

	Date Requested	Date Received	Issues/Comments
<input type="checkbox"/> Bank statements			
<input type="checkbox"/> Birth certificates for both the deceased and minor children			
<input type="checkbox"/> Brokerage account statements			
<input type="checkbox"/> Business co-ownership agreements			
<input type="checkbox"/> Checkbook(s)			
<input type="checkbox"/> Child support documents			
<input type="checkbox"/> Credit card statements (look for auto pay items on each statement—this can be a very helpful source of information)			
<input type="checkbox"/> Disability-related documents			
<input type="checkbox"/> Divorce papers (including property and other settlement agreements)			
<input type="checkbox"/> Form W-2 showing wages for the current year			
<input type="checkbox"/> Health insurance policies, statements, or bills			
<input type="checkbox"/> Immigration and citizenship documents			
<input type="checkbox"/> Investment records			
<input type="checkbox"/> Life insurance policies and premium payment records			
<input type="checkbox"/> Marriage license/certificate			
<input type="checkbox"/> Military service records, including branch, dates of service, discharge, or “separation” papers			
<input type="checkbox"/> Pension records			
<input type="checkbox"/> Prenuptial agreement			
<input type="checkbox"/> Real estate deeds and tax records			
<input type="checkbox"/> Registration papers for vehicles or boats			
<input type="checkbox"/> Retirement account statements			
<input type="checkbox"/> Social Security records			
<input type="checkbox"/> Workers’ Compensation paperwork			

Businesses and Agencies to Notify

	Date Notified	Issues/Comments
<input type="checkbox"/> Charities		
<input type="checkbox"/> Doctors or other health care providers		
<input type="checkbox"/> Current employer		
<input type="checkbox"/> Former employers		
<input type="checkbox"/> Insurance company(ies)		
<input type="checkbox"/> Landlord and/or tenants		
<input type="checkbox"/> Membership organizations (e.g., country clubs, alumni associations, and social groups)		
<input type="checkbox"/> Newspaper and magazine subscription offices		
<input type="checkbox"/> Pension payers		
<input type="checkbox"/> Employee benefit plans		
<input type="checkbox"/> Service providers (e.g. landscapers, trash haulers, etc.)		
<input type="checkbox"/> Social Security Administration		

Businesses and Agencies to Notify *(continued)*

	Date Notified	Issues/Comments
<input type="checkbox"/> State health/welfare departments		
<input type="checkbox"/> U.S. Department of Veterans Affairs		
<input type="checkbox"/> Volunteer groups		
<input type="checkbox"/> Internet service provider		
<input type="checkbox"/> E-mail and/or social networking providers		
<input type="checkbox"/> Religious/spiritual advisor		
<input type="checkbox"/> Off-site storage facilities		
<input type="checkbox"/> Bank(s)*		
<input type="checkbox"/> Credit card companies*		
<input type="checkbox"/> Inheritors and beneficiaries*		
<input type="checkbox"/> Investment firms*		
<input type="checkbox"/> Post Office*		
<input type="checkbox"/> Utility companies*		

*Notify within one month

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