EXECUTOR CHECKLIST

Note: This checklist is not exhaustive. The terms of the will as well as state law determine the executor's tasks.

☐ Assemble the Pertinent Documents

- Will (and codicils if applicable)
- Life insurance policies
- Death certificate (as well as birth certificate and marriage license)
- Social Security information
- Income tax returns for previous three years
- Gift tax returns
- Trust documents
- Divorce decree

☐ Notify Interested Family, Friends and Business Associates

☐ Make Funeral Arrangements

☐ Hire Counsel (Possibly the Attorney who Prepared the Decedent's Will)

☐ Access Safe Deposit Boxes

☐ Inventory Assets

- Bank accounts
- Brokerage accounts
- Real estate
- Tangible personal property (vehicles, collectibles, etc.)
- Intangible property (royalties, copyrights, etc.)

- Business interests
- Accounts receivable

☐ Identify Liabilities

- Real estate mortgage(s)
- Property leases
- Credit card debts
- Auto loans
- Personal loans

☐ Apply for Benefits

- Life Insurance Proceeds
- Retirement Plan Benefits (both qualified plans and non-qualified deferred compensation)
- Veteran's Benefits
- Social Security Benefits

☐ File Income Tax Return for Decedent

☐ Assume Legal Ownership of Assets

- Forward mail service
- Discontinue utilities
- Notify property insurers
- Collect all income due decedent
- Monitor investments held by the estate in trust
- Manage ownership interests held by the estate in trust
- Investigate any legal claims belonging to the estate (i.e., wrongful death lawsuit)
- Defend estate from legal claims

☐ Order Appraisals

☐ Submit Will to Probate

- File petition with the probate court
- Arrange for bond (if required)
- Notify beneficiaries
- Notify creditors
- Seek payments for spouse (as the law permits)

☐ Pay Valid Claims on the Estate

- Attorneys fees
- Appraisal fees
- Burial costs
- Federal and State Estate Taxes
- Creditors

☐ Sell and/or Distribute Assets to Liquidate the Estate

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