New York Life Investment Management

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
☐ Financial professional			
☐ CPA/Accountant			
☐ Tax preparer			
☐ Insurance representative			
☐ Attorney			
☐ Executor			

Task	Date Completed	Issues/Comments
☐ Find the will		
☐ Get multiple copies of the certified death certificate		
☐ Submit the will to local probate court and receive Letter of Testamentary		
☐ 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		
☐ Appraise assets, if needed		
☐ 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		
☐ Determine whether probate proceedings are needed		
☐ If probate, conduct the proceedings or hire a lawyer to conduct proceedings		
☐ If there is a Living Trust, work with the trustee for paying bills, property management, and other miscellaneous tasks		
☐ Designate guardians for minors, if necessary		
☐ Designate a conservator (for collecting and managing a minor child's inheritance)		
☐ Protect/Manage assets until distributed to beneficiaries		
☐ Collect money owed to the estate (e.g., wages, insurance benefits, rent, etc.)		
☐ Pay bills		
☐ File final income tax returns for the deceased		
☐ File estate taxes, if necessary		
☐ Distribute assets		

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

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

Businesses and Agencies to Notify *(continued)*		
	Date Notified	Issues/Comments
☐ State health/welfare departments		
☐ U.S. Department of Veterans Affairs		
☐ Volunteer groups		
☐ Internet service provider		
☐ E-mail and/or social networking providers		
☐ Religious/spiritual advisor		
☐ Off-site storage facilities		
☐ Bank(s)*		
☐ Credit card companies*		
☐ Inheritors and beneficiaries*		
☐ Investment firms*		
☐ Post Office*		
☐ Utility companies*		

*Notify within one month

For more information
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