

ESTATE ADMINISTRATION CHECKLIST

This is a checklist of the information and documents needed in order to assist you in the Estate or Trust Administration:

1. A completed **Estate Administration Questionnaire** (attached) – it covers much of the basic information and provides a summary of assets.

Assets (all values are to be as of date of death):

1. **Copies** of (no matter how titled – individually, joint, in Trust, etc.):
 - a) Deeds and lease agreements to all real properties
 - b) Promissory notes (notes receivable) and amount owed to the decedent
 - c) Contracts for sale or purchase of real property – currently being sold/purchased
 - d) Business agreements or documents (Corporations, Partnerships, Limited Liability Companies), Shareholder or Buy-Sell Agreements
 - e) Stock certificates, US Savings Bonds, Limited Partnership interests – where the decedent had physical possession of the item
 - f) Titles to automobiles, boats, planes, etc.
 - g) Last year's income tax return and any past Gift tax returns
2. **Most recent copies** of statements for (no matter how titled – individually, joint, in Trust, etc.)
 - a) Checking and savings accounts
 - b) Money market and mutual fund accounts
 - c) Brokerage/investment accounts
 - d) IRAs, 401k, 403(b) and other retirement plan accounts
3. **Copies** of information for all life insurance policies (recent annual summary or benefits summary page from insurance policy) where the decedent was either:
 - a) The insured or
 - b) The owner

Liabilities (all amounts are to be as of date of death):

1. **Copies** of the paid bills and checks for funeral, memorial, headstone, flowers, minister, music and anything else related to funeral and burial services.
2. **Copies and amounts** of all outstanding bills the decedent owed at the time of death:
 - a) Credit cards and other loans
 - b) Medical bills from last illness
 - c) Real estate tax bills from before death, utility bills, and any other bills associated with the residence or real property
 - d) Income taxes owed (and not yet paid or paid in) – federal and state

Information on all Safe Deposit boxes – title and contents.

The **originals** of all Wills and Trusts (with amendments).

Several **original** death certificates.

With these items we can get started with the following:

1. A review of the legal documents, assets, values, etc.
2. An analysis of whether a probate is needed.
3. An analysis of whether a Federal Estate Tax return is required or necessary.
4. Preparation of any North Carolina Estate Tax return, or other out-of-state tax returns.
5. Recommendations or necessary counsel on documents, distributions, establishment of testamentary trusts, etc.

Thank you for your assistance.