

# Executor checklist

YOU'VE BEEN NAMED EXECUTOR—NOW WHAT?



INVESTMENTS

# 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 and Address
	Financial Professional		
	CPA/Accountant		
	Tax Preparer		
	Insurance Representative		
	Attorney		

Task			
		Date Completed	Issues/Comments
	Find the will		
	Submit the will to local probate court		
	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		

**Businesses and Agencies to Notify** *(continued)*

	Date Notified	Issues/Comments
Service providers (e.g., landscapers, trash haulers, etc.)		
Social Security Administration		
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

The information contained herein is general in nature and is provided solely for educational and informational purposes. New York Life Investments does not provide legal, accounting or tax advice. You should obtain advice specific to your circumstances from your own legal, accounting and tax advisors.

**For more information**  
[morethaninvesting.com](http://morethaninvesting.com)



"New York Life Investments" is both a service mark, and the common trade name, of certain investment advisors affiliated with New York Life Insurance Company.

Not FDIC/NCUA Insured | Not a Deposit | May Lose Value | No Bank Guarantee | Not Insured by Any Government Agency