



..... ESTATE/TRUST ADMINISTRATION CHECKLIST

GENERAL INFORMATION ABOUT THE DECEASED:

- Death certificate (should include full legal name, address, date of death and date of birth, marital status and social security number).
- Did the deceased have any nicknames or alias?
- Was the deceased a US citizen?
- Marital status of the deceased. If married, did a prenuptial agreement exist? If divorced, a copy of the divorce decree and any applicable final judgments of marriage should be reviewed.
- Was the deceased receiving Medicaid or any other type of public benefits?
- Was the deceased a Veteran and/or in the military? If so, any applicable benefit documents and honorable discharge should be obtained.
- Did the deceased have more than one residence? Ascertain the correct domicile of the deceased.
- Did the deceased ever live in a community property state?
- Did the deceased have a written or preferred obituary....contact funeral home about details.

INFORMATION ABOUT THE PERSON ADMINISTERING THE ESTATE AND/OR TRUST:

- Full legal name and any nicknames
- Address, phone numbers, email address
- Relationship to the deceased
- Date of birth
- Social Security number

INFORMATION ABOUT THE BENEFICIARIES OF THE ESTATE AND/OR TRUST:

- Full legal names and any nicknames
Has the name changed since the deceased executed his/her estate planning documents?
- Address, phone numbers, email address
- Relationship to the deceased
- Date of birth
- Social Security number

DOCUMENTS TO OBTAIN:

- Original Last Will and Testament and any Trust documents
- Death Certificate
- Funeral bill
- Tax Returns for the prior three (3) years and any Gift Tax Returns (Form 709)
- Any information about charitable pledges
- Premarital Agreements and any applicable divorce judgments
- All asset information (bank and brokerage and investment statements, deeds and leases to real estate, IRA and all retirement account information, life and other insurance policies, business interests, titles to vehicles and other tangible property, accounts receivable)
- All debt information pertaining to the deceased (mortgages, credit cards, other promissory notes and loans)
- Information about the deceased's digital assets (applicable passwords to desktops, laptops, tablets, mobile telephones and any similar digital device, email accounts, social network accounts, financial management accounts, domain registration accounts, web hosting accounts and any other on-line accounts)

INITIAL STEPS FOR PERSONAL REPRESENTATIVE/TRUSTEE:

- Obtain the original Will and/or Trust and consult with an estate planning attorney.
- Provide beneficiaries with the proper notice provisions in accordance with the Florida Statutes.
- Notify the agent of any Power of Attorney of the death of the principal.
- Open a new checking account as Personal Representative and/or Trustee.
- Ascertain whether the deceased had a safe deposit box and who has access.
- Contact the deceased's accountant and financial advisor to obtain tax filing requirements and asset information.
- Obtain a separate Tax Identification Number for the Estate and/or Trust from the Internal Revenue Service.
- Deceased's mail should be forwarded to the Personal Representative/Trustee or the attorney for the estate.
- Notify the deceased's employer and ascertain whether death benefits exist.
- If applicable, notify the Social Security Administration and Veterans Administration.
- Contact insurance companies regarding any death or accidental benefits.
- Notify any applicable landlords and change utilities.
- Preserve estate assets by maintaining applicable insurance on estate/trust assets.
- Cancel and destroy the deceased's credit cards and ascertain whether any death benefits exist.
- Arrange for the care of the deceased's pets.
- Review the deceased's medical policies for any additional coverage and/or limits.
- Notify clubs, organizations and professional memberships.
- If there is a surviving spouse, ascertain if his/her estate planning documents should be modified.