§ 16:11 Estate administration checklist

ESTATE ADMINISTRATION CHECKLIST

ESTATE OF: ________

1. Date and Place of Death: ________

2. Domicile at Death and When Established: ________

3. Residence Address at Death: ________

4. Date and Place of Birth: ________

5. Social Security Number: ________

6. Business or Occupation: ________

7. Marital Status: ________

8. Date and Place of Marriage: ________

9. Date of Divorce: ________

10. Court Where Divorce Granted: ________

11. Name of Spouse: ________

12. Address of Spouse: ________

13. Social Security Number of Spouse: ________

14. Telephone Number of Spouse: Home: ________

Business: ________

15. Location and Number of Safe Deposit Box: ________

16. Co-owners of Safe Deposit Box: ________

17. Advisors:

	Name	Address	Tel.
Executor	_________	_________	_________
Will Draftsman	_________	_________	_________
CPA	_________	_________	_________
Physician	_________	_________	_________
Clergyman	_________	_________	_________
Banker	_________	_________	_________
Broker	_________	_________	_________
Real Est. Agt.	_________	_________	_________

18. Date of Will and Where Located at Death: _________

19. Is Will Self-Proved? _________

20. Witnesses (if needed):

Name	Address	Tel.
_________	_________	_________

21. Decedent's Heirs:

Name and Relationship	Age	Address	Tel.
_________	_________	_________	_________

22. Beneficiaries Under Will:

Name and Relationship	Age	Address	Soc. Sec. No.	Tel.

_________ _________ _________ _________ _________

23. Arrangements to Be Made/Actions to Be Taken:

	NEEDED (Y N)	WHEN DONE
Review Will:	_________	_________
Funeral, Burial/Cremation:	_________	_________
Name, Address and Telephone of Funeral Home: _________	_________	_________
Do Tentative Inventory on Estate:	_________	_________
Make Probate Appointment with Clerk:	_________	_________
Surety for Executor (If Required):	_________	_________
Name, Address and Telephone of Surety Company	_________	_________
Prepare:		
Testate Memorandum:	_________	_________
List of Heirs:	_________	_________
Probate Tax Return:	_________	_________
Probate Will:	_________	_________
Qualify Executor:	_________	_________
Certified Copies of Will:	_________	_________
Certificates of Qualification:	_________	_________
Give Notice of Probate:	_________	_________
File Affidavit of Notice of Probate with Clerk:	_________	_________
Secure Decedent's Residence:	_________	_________
Maintain Fire and Casualty Insurance:	_________	_________
Safeguard Valuable Tangibles:	_________	_________
Call for Taxpayer I.D. No./File Form SS-4:	_________	_________
Taxpayer No. of Estate: _________		
Inventory Safe Deposit Box:	_________	_________
Obtain Income Tax Returns for Last Three Years:	_________	_________
Obtain Bank Statements and Checks for Last Three Years:	_________	_________
Furnish Above Number to Payors of Income to Estate:	_________	_________
File Form 56 (Notice of Fiduciary Relationship):	_________	_________
File Change of Address with Post Office:	_________	_________
Open Estate Checking Account:	_________	_________
Marshall/Identify Assets (Attach Schedules from Form 706):		
Real Estate	_________	_________
Stocks and Bonds	_________	_________
Mortgages, Notes and Cash	_________	_________
Insurance	_________	_________

Jointly Owned Property	_________	_________
Other Miscellaneous Property	_________	_________
Transfers During Decedent's Life:	_________	_________
Powers of Appointment:	_________	_________
Annuities:	_________	_________
Open/Maintain Stock Brokerage Account:	_________	_________
Close Charge Accounts:	_________	_________
Collect Decedent's:		
Life Insurance	_________	_________
Salary	_________	_________
Social Security Burial Benefit	_________	_________
Veteran's Administration Burial Benefit	_________	_________
Vacation Pay	_________	_________
Deferred Compensation	_________	_________
Pension Plan Death Benefits	_________	_________
Profit Sharing Plan Death Benefits	_________	_________
Arrange Appraiser for:		
Real Estate	_________	_________
Name, Address and Tel. of Appraiser	_________	_________
Tangibles	_________	_________
Name, Address and Tel. of Appraiser	_________	_________
Pay Debts:		
Funeral	_________	_________
Doctors	_________	_________
Hospitals	_________	_________
Rent/Mortgage	_________	_________
Income Taxes	_________	_________
Property Taxes	_________	_________
Telephone	_________	_________
Electricity	_________	_________
Nursing Home	_________	_________
Gas	_________	_________
Loans	_________	_________
Credit Cards	_________	_________
Mortgage	_________	_________
Other	_________	_________

24. File Tax Returns (List Due Dates):

US Income Tax for 20__	_________	_________
US Income Tax for 20__	_________	_________
VA Income Tax for 20__	_________	_________
VA Income Tax for 20__	_________	_________
US Fiduc. Inc. Tax for Years:		

	Beginning: _________		
	Ending: _________	_________	_________
VA Fiduc. Inc. Tax for Years:			
	Beginning: _________		
	Ending: _________	_________	_________
US Estate Tax Return:		_________	_________
VA Estate Tax Return:		_________	_________
File Extensions of Time for Filing:		_________	_________

25. List Real Estate for Sale:

_________ _________ _________

Name, Address and Telephone of Broker: _________ _________ _________

26. File Inventory with Commissioner of Accounts: _________ _________

27. File Accountings with Commissioner of Accounts for Periods:

Beginning _________

Ending _________ _________ _________

28. Determine Applicability of:

Family Allowance: _________ _________

Exempt Property: _________ _________

Homestead Allowance: _________ _________

29. Debts and Demands Hearing _________ _________

30. Show Cause Against Distribution _________ _________

31. Order of Distribution _________ _________

32. Pay Unpaid Taxes, Claims and Levies _________ _________

33. Prepare Sketch of Final Distribution and Account _________ _________

34. Check with Commissioner of Accounts for Fee on Final Account _________ _________

35. Review Account and Proposed Distributions with Beneficiaries _________ _________

36. Prepare Receipts _________ _________

37. Deliver Assets to Beneficiaries, and Have Beneficiaries Sign Final Account and Receipts _________ _________

38. Submit Final Account to Commissioner for Approval _________ _________

39. File Final Fiduciary Income Tax Returns _________ _________

40. Furnish Beneficiaries with Cost Basis Information on Assets and Provide Tax Advice Letters or Schedules K-1 to Beneficiaries for Their Individual Income Tax Returns _________ _________

41. Submit Termination Notice to Internal Revenue Service Center, Using Form 56 _________ _________

42. Receive Copy of Approved Final Account from Commissioner of Accounts ________ ________