

Executor Checklist

Getting Started

If you've been named as an Executor, which is the person responsible for carrying out the terms of a Will, there are some important things you should know about your new role—whether you're called upon soon or in the far future.

This checklist includes the following:

- Preparation
- Determining Beneficiaries
- Asset Inventory & Debts
- Setting Up Estate Bank Account
- Probate
- Paying Debts, Taxes, Ongoing Expenses
- Distributing Assets To Beneficiaries

Remember

[Create an Everplan](#) to easily and securely update and share vital info with the people you love and trust.

PREPARATION

While an Executor's duties go into effect when the person who named you passes away, here are a few things you can do to prepare well in advance.

Location of Will: _____

Method of Creation (Circle One): Estate Attorney | Online Legal Resource | Other

Contact Info (Name | Number | Website):

Doctor Name/Info: _____

Financial/Accountant Name/Info: _____

Insurance Agent Name/Info: _____

Professional Guidance

You don't have to do all this work on your own. You can hire professionals to help assist the process. Gather the contact info for any advisors you may need to work with to settle the estate.

Financial Advisor Name/Info: _____

Legal Advisor Name/Info: _____

Other Advisor(s): _____

General Estate Wishes That Aren't Included In The Will:



BENEFICIARIES

Put together a list of all the people named as beneficiaries with the following info.

Beneficiary Name: _____

Address: _____

Phone Number/Email: _____

Date Of Birth: _____ SSN _____

Assets Due: _____

Beneficiary Name: _____

Address: _____

Phone Number/Email: _____

Date Of Birth: _____ SSN _____

Assets Due: _____

Beneficiary Name: _____

Address: _____

Phone Number/Email: _____

Date Of Birth: _____ SSN _____

Assets Due: _____

Beneficiary Name: _____

Address: _____

Phone Number/Email: _____

Date Of Birth: _____ SSN _____

Assets Due: _____

ESTATE INVENTORY

Put together a list of assets the deceased person owned; focus on cash and most valuable items.

Financial Assets & Valuables

- | | |
|---|---|
| <input type="checkbox"/> Checking/Savings Account | <input type="checkbox"/> Cash |
| <input type="checkbox"/> Life Insurance Policies | <input type="checkbox"/> Investments: Stocks/Brokerage Accounts |
| <input type="checkbox"/> Savings Bonds | <input type="checkbox"/> Retirement Plans: 401(k)s, IRAs, or 403(b) |
| <input type="checkbox"/> Social Security | <input type="checkbox"/> Benefits: Veterans, Pension, Other |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Art/Collectibles |
| <input type="checkbox"/> Other Financial Accounts Or Valuables: | |

Real Estate

Include the following information for each piece of owned property. Note: If the deceased owned property in more than one state you will have to initiate Probate proceedings in each state.

- Property Name/Address: _____
- Deed Location: _____
- % Of Property Owned: _____ Fair Market Value: _____
- Does This Property Already Have A Beneficiary: Yes | No
- Notes & Instructions: _____
-

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Vehicles

Gather up the following information on all cars, trucks, boats, and other vehicles that were owned by the deceased.

Type Of Vehicle: _____

Original Title Location: _____

License Plate (if applicable): _____ Ownership: Owned Outright | Financed

Does This Property Already Have A Beneficiary: Yes | No

Notes & Instructions: _____

Type Of Vehicle: _____

Original Title Location: _____

License Plate (if applicable): _____ Ownership: Owned Outright | Financed

Does This Property Already Have A Beneficiary: Yes | No

Notes & Instructions: _____

Note: As Executor it's your responsibility to make sure all estate assets remain in your care until Probate is completed. While you might want to start allocating Grandma's jewelry immediately, use your judgment based on family and beneficiary dynamics. If an issue surfaces during Probate you may have to take it back, which probably won't be the most pleasant experience.

DEBTS

This list should include all the people, organizations, or companies the person who died owed money to; be sure to include the most recent statements and invoices. **Note:** Keep this list handy because you'll need to go through and settle all of these accounts -- and most likely close, cancel, or transfer them -- once Probate is complete.

<input type="checkbox"/> Credit Cards	<input type="checkbox"/> Medical Bills
<input type="checkbox"/> Student Loans	<input type="checkbox"/> Car Loans
<input type="checkbox"/> Mortgages	<input type="checkbox"/> Alimony
<input type="checkbox"/> Child Support	<input type="checkbox"/> Payday Loans
<input type="checkbox"/> Other: _____	

ONGOING EXPENSES

There may be ongoing bills that require payment even if Probate is not complete. The person who will still be using these services should pay them and accounts should either be closed or transferred into their name.

Tip: If you can't afford these expenses without money from the estate, get in touch with the companies that are owed and explain your situation. In some cases, you may be granted a deferral on those bills.

Rent Utilities Insurance (Home, Car, Disability, etc.)

Other: _____

Note: The Executor should only use money from the estate to pay final bills – including taxes, credit card bills, medical bills – once probate has concluded!

PROBATE PROCEEDINGS

Probate is the legal process proving the validity of a Will. As an Executor, you can't sell assets, pay debts, or distribute assets until this has concluded. **Note:** Tell creditors the estate is in probate to prevent being hassled.

File Will At Local Courthouse (you can do this yourself or hire an attorney)

Obtain Letters Testamentary or Letters Of Administration When Will Is Validated

Arrange And File Probate In Other States Where Deceased Owned Property (if applicable)

Notes & Instructions: _____

SET UP BANK ACCOUNT FOR ESTATE

You are required to keep the estate's money separate from your own, so setting up a separate bank account in the name of the estate is necessary to make paying off debts easier. You will need the following to set up the account:

Death Certificate Letters Testamentary or Letters Of Administration

Obtain Employer Identification Number (EIN) from the IRS

Once you've chosen a bank, they will provide the forms you need to fill out to open the account.

Bank Name/Location: _____

Estate Account Name: _____

Account Number & Info: _____

Note: Make sure any money owed to the deceased is deposited into this account, which could include final paychecks, stock dividends, and payment of debts owed.

PAYING DEBTS, TAXES, AND ONGOING EXPENSES

Before beneficiaries named in a Will can receive any inheritance, the deceased person's debts and creditors need to be paid off. You also need to file taxes on behalf of the deceased.

- Pay Off Debts
- Cancel/Transfer Accounts (Credit Cards, Utilities, Cell Phone, etc.)
- File Taxes
- Notify Social Security Administration
- Other: _____

ALLOCATING ASSETS & FINAL STEPS

It's time to close down the estate.

- Distribute Assets From Financial Accounts To Beneficiaries
- Distribute Physical Assets & Valuables To Beneficiaries
- Distribute, Sell, or Donate Any Personal Items that Were Not Included In the Will
- Other: _____

NOTES & PERSONAL THOUGHTS

Use this section for any important information, personal thoughts, or anything we may have missed. It's also important for the person naming you as an Executor to create an Everplan and name you as a Deputy so this info, along with much more, is neatly organized and securely stored when you need it.

CREATE YOUR FREE EVERPLAN NOW: www.everplans.com

Create, store, and share all of the digital and online account information in this document (and so much more) in a personalized Everplan so it's accessible to those who will need it.