

ESTATE CHECKLIST



DAY NOTIFIED OF DEATH

Tasks	Consideration	Notes	Person Responsible	Date Completed
Contact investment/insurance companies to notify of death and request claim packets/holds on accounts	Stop trades, systematic distributions, purchases, investments, block trading	Email home office and will save confirmation of receipt	Processor	
Contact client's spouse/family	Offer condolences	Make phone call or personal visit	Planner	
Create Estate Settlement folder in the client's file			Processor	
Capture End of Day account statements	We will need the price of all securities from Non Qualified accounts to track the step-up in cost basis for the heirs	Save statement in the client's estate file	Paraplanner	

FIRST WEEK

Tasks	Consideration	Notes	Person Responsible	Date Completed
Order flowers for visitation or send card		The flower company will allow you to set up an account with the Credit Card information on file.	Paraplanner	
Determine beneficiaries on all accounts	Build list of beneficiaries and contact information (Beneficiary checklist- estate)		Paraplanner	
Check RMD Status on IRAs	Determine if full RMD was taken and make note to add distribution form to account opening paperwork. Note 10 year mark for inherited IRA owners		Paraplanner	
Request copies of death certificate from Executor/ Heirs	Review investment accounts and insurance companies. Determine how many DC will be needed and request them from heir		Processor	

ONCE WE RECEIVE DEATH CERTIFICATE

Tasks	Consideration	Notes	Person Responsible	Date Completed
Contact beneficiaries individually	Introduce yourself to beneficiaries and gather client intake information and/or schedule meetings	Remember if you are going to take them on as new clients you must be licensed in their state of residence.	Planner/ Paraplanner	
Prepare new account forms	Inherited IRAs, IRAs in spouse's name, Testamentary Trust, NQ with named beneficiaries via TOD, Life insurance/ annuity claims, estate account for NQ with no beneficiaries plus beneficiary account	Use the Jot form "Client Intake" to gather needed information from the beneficiaries to open the accounts.	Processor	
	If there is a surviving spouse- update beneficiary on survivor's accounts including life insurance contracts		Processor	
Complete paperwork	Email forms or schedule in person meetings with beneficiaries		Processor	

ONCE ACCOUNTS ARE OPEN AND ALL TRANSFERS COMPLETE

Tasks	Consideration	Notes	Person Responsible	Date Completed
Meet with heirs	Discuss asset allocation, withdrawals or income, comprehensive financial plan on new clients		Planner/ Paraplanner	
	For heirs who become new clients- set up Emoney plan		Planner/ Paraplanner	