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Dear Client:

Re: Items to gather for initial estate administration conference

Losing a loved one can be a very trying time. It also may mean taking on a new job as an executor or a trustee. After funeral arrangements have been made and completed, consideration should be given to the beginning steps in the estate administration process.

At our first estate administration meeting, we like to go over with you an agenda and outline of the process. Part of this initial process is information gathering. To make the initial information gathering process a little bit easier for you, we have put together a broad list of information and documentation for you to review and attempt to bring with you to our first conference. Many of the items below will not apply in all situations. Moreover, there may be additional information required based on the circumstances that will be discussed as administration proceeds. You do not have to gather each and every document prior to our first conference. Some information may in fact be unobtainable until after an estate is opened and the representative is given legal authority to act. For financial information, include all property the decedent had any interest in, including assets held in a trust, joint tenancy, tenancy in common and assets payable upon death.

Information and documents to attempt to gather and bring with you are as follows:

- **Original** Will, if any (if already filed or cannot locate original, then bring a copy);
- Original trust(s) documents, if any;
- Death certificates;
- Decedent's family tree and/or heirship information;
- List of names, addresses, phone numbers, birthdates and social security numbers for all executors, trustees, beneficiaries and heirs;
- List of any professional advisors – financial planner, accountant, attorney;
- Copies of account statements – brokerage, checking, savings, CD's, retirement, etc. (as of date of death, otherwise most recent);
- Copies of stock certificates and savings bonds;
- Safety deposit box information;
- Last 2-3 years income tax returns (with accompanying 1099's);
- Beneficiary designation information or forms for life insurance, annuities and retirement accounts (IRA, 401(k), 403(b), profit sharing, pension, etc.);
- Copies of automobile/boat/motorcycle/RV titles;

- Copies of latest deeds for real estate;
- Copies of any premarital agreements, divorce decrees, buy/sell and partnership agreements, notes payable and receivable and any other contracts or agreements;
- List of funeral expenses paid or payable and other expenses/debts paid; and
- List of decedent's debts or creditors, if any.

From time to time, clients will ask us where information and documents may be found. While every situation is unique, information and documentation are often stored and may be found from the following sources:

- Safety deposit box (if you do not have access, we can help you obtain access);
- Filing cabinets;
- File boxes (check basement or crawl space);
- Desk drawers;
- Home safe or lockbox;
- Incoming mail;
- Automobile glove box;
- Freezer compartment of refrigerator;
- From relatives and friends; and
- From advisors (financial planner, accountant, attorney), employer and business associates.

We hope this checklist is helpful for you in beginning the process of information gathering. Please contact us at (847) 991-2250 if you have any questions and to schedule a conference to discuss and begin the estate administration process.

Sincerely,

The Law Offices of Robert H. Glorch