

Death of a Loved One

Important Checklist:

- Call family, friends, and clergy.
- Arrange funeral, burial (did they pre-plan?)
- Contact loved one's employer.
- Contact own employer to arrange for time off.
- Place an obituary.
- Obtain certified copies of death certificate.
- Find estate planning documents:
 - Will, trust, deeds, marriage certificate, birth certificate, military discharge.
- Report death to Social Security Administration.
- Inventory the estate
- Safeguard assets (real estate, businesses)
- Continue to pay bills (mortgage, loans)
- Report to Social Security
- Retrieve loved ones belongings from work
- Contact pension plans, IRA custodians.
- Review beneficiary designations
- Locate insurance policies and file claims.
- Remove loved one from auto policies
- Appraisals of non-liquid assets
- Tax basis adjustments when needed
- Cancel credit cards
- Re-title jointly held assets:
 - Financial accounts, autos, real estate
- File will with Probate Court
- File Ancillary Probate on RE owned out of state
- Notify creditors by placing ad in newspaper
- Distribute estate to beneficiaries
- File Federal & State Income Tax Return
- File Federal & State Estate Tax Return
- Update your Will, Trust, POAs
- Reevaluate your budget
- Reevaluate your insurance needs
- Update all beneficiary designations

Decisions pertaining to the movement of assets from IRAs, trust Accounts, etc. should *not* be made without **professional advice**.

If not done properly, you may forfeit your ability to disclaim assets, you may create undo taxes, and reduce options within your Estate Plan.