

# Executor's List

*Notwithstanding consulting with legal counsel, your duties as executor are to administer the will of the deceased in accordance with the law, and generally include the following:*

## Review the Will

Locate the will and review instructions. If there is no will, you need to file letters of administration. You may need a lawyer to expedite this process.

## Arrange Funeral Services

Follow disposition wishes as written in the last will and testament.

## Secure Property

Secure all personal residences if no one is living there. Change locks and alarm codes on all property. Arrange for all valuables to be secured on or off site. Insurance companies need to be notified, to ensure proper insurance is in place.

## Inventory Assets

Document all valuables, cash, investments, property, vehicles etc. to ensure adequate accounting records are in place.

## Arrange Meetings

Schedule meetings with: bank representative, lawyer, accountant, financial advisor and insurance broker/agent.

## Cash on Hand

Ensure there are enough funds available to continue payment commitments.

## Documentation

Secure all important papers/documents, from all sources.

## Ensure Continuing Care

Make arrangements for children, pets and property.



## Accounting

Draft or secure system to account for expenses/income.

## Keep Activity Record

Record all your activities with regard to estate activities: phone calls, emails, meetings and tasks.

## Apply for Benefits

Include all pensions or final entitlements.

## Insurance Claims

Notify insurance companies to engage claims process.

## Letters of Direction

Complete and file necessary notifications to known associations and services.

## Pay Debts

Prioritize and pay any estate debts.

## Final Accounting

Prepare a final account for the estate, listing all assets, liabilities, expenses, income, trusts and distribution of assets.

## File Tax Return

Prepare final tax return and file for certificates of clearance.

## Distribute Assets

Administer the disposition of assets in accordance with the will.

## Donations

Donate or discard any assets not distributed through the will.

## Collect Executor Fee

Receive compensation for estate administration.

## Testamentary Trusts

Administer trusts as required by the will.