# Trust & Estate Checklist

Name of decedent ______________________________________

Contact person - name, address ________________________________________________________________

Title (i.e. executor, etc.), phone and e-mail ____________________________________________________

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________ **Copy of last year's personal tax return,** including any business or trust returns.

________ Clear copy of death certificate, or original, if available.

________ Current mailing address of decedent, including "in care of" information, date of birth, date of death, social security # and relationship. **(If death certificate provided, only mailing info needed).**

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________ **Copy of trust and/or will, including Letters of Office**, if issued.

________ Was an EIN (Employer Identification Number) issued? If so, please include a copy of the IRS letter stating the EIN.

________ List of financial assets, including home, brokerage statements, IRA, 401(k), bank accounts, and real estate. It is very important to determine the value of all assets as of the date of death, especially the house. Please call if this will take too much time.

________ List of expenses related to trust or estate administration, including legal fees and executor/trustee expenses. If a house was sold please give us a copy of the HUD closing statement and the fair market value at the date of the decedent's death. Also list all expenses in maintaining and repairing the house from the date of death until sold.

________ Will the executor/trustee be taking compensation for work performed? Yes No

________ Names, addresses, and social security numbers of beneficiaries, including percentages. Please use separate page, if needed. Also, please inform us of any special circumstances or requests.

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**GLINDA COMPANY, INC.**

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