Pasternak & Fidis, P.C.
Estate Administration Checklist

		Updated as of 8/18/15
Please bring all of the following items that you can readily locate. We know that you may not be able to obtain or locate all of the items before our first meeting. Also, not all of these items are applicable in every case.		**COMMENTS (yes/no/not applicable)**
1	Death certificates	
2	Original Will, if not held by Pasternak & Fidis, P.C.	
3	Copy of any trust agreement in which the decedent had any interest	
4	Names, addresses, phone numbers, and e-mail addresses of all individuals named in Will or Revocable Trust	
5	Name, relationship, and date of death of any descendant of the decedent who predeceased the decedent	
6	Copies of brokerage account statements (prior to and covering month of death; include ALL pages)	
7	Copies of bank account statements (prior to and covering month of death; include ALL pages)	
8	Copies of mutual fund account statements (prior to and covering month of death; include ALL pages)	
9	Copies of Individual Retirement Account (IRA) account statements (prior to and covering month of death; include ALL pages), including beneficiary designation information	
10	Copies of any other retirement account statements (prior to and covering month of death; include ALL pages), including beneficiary designation information	
11	Was the decedent 70 ½ and taking minimum required distributions (MRD) from any retirement accounts? Was MRD taken in current year?	
12	Life insurance policies, including beneficiary designation information	
13	Copies of annuity statements (prior to and covering month of death; include ALL pages)	
14	Stock/Bond certificates	

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15	Copy of deed(s) to real estate or time-shares	
16	Copy of homeowner's insurance policy (only if property is rendered vacant at death)	
17	Copy of co-operative agreement(s), including copy of stock/ownership certificate(s)	
18	Copies of documentation for any other assets that the decedent had an interest in, including limited partnerships, limited liability companies, etc.	
19	Copies of titles to cars and car insurance policies	
20	Were there any Uniform Transfers to Minor Act (UTMA) accounts set up by the decedent, where the decedent was a custodian? If so, bring copy of statement	
21	Did the decedent receive any assets that are in the gross estate from another decedent who died within the last 10 years?	
22	Copy of Frequent Flier Miles statement	
23	Location of safe deposit box and contents, if known	
24	Copies of the most recent federal and state income tax returns filed (preferably 3 years prior to year of death)	
25	Was the decedent making estimated income tax payments? If so, when is the next payment due?	
26	Did decedent own a business?	
27	Copies of tax returns for decedent's business(es)	
28	Copies of any gift tax returns filed by the decedent	

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29	If the decedent's spouse predeceased the decedent, please provide a copy of any federal or state estate tax return(s) filed for the predeceased spouse's estate	
30	Current bills of the decedent such as credit cards, utilities, etc. (if any bills need urgent attention, please let us know)	
31	Confirm what bills, if any, are directly debited from decedent's accounts	
32	Mortgage statement(s) and current balance due (prior to and covering month of death; include ALL pages)	
33	Funeral bills	
34	Is there any pending litigation to which the decedent was a party? If so, provide information	
35	If the decedent was a party to a prenuptial, postnuptial, domestic partnership or co-ownership agreement, please provide a copy of the agreement.	
36	Is there any malpractice claim or other claim which the decedent may have had against anyone or may be pending against the decedent? If so, provide information	
37	Was the decedent participating in any state or federal medical assistance programs?	