POST-DEATH TASKS CHECK LIST

12/10/2011

CATEGORY	compete date	TASK
DIRECTIVES, WILLS, TRUSTS and POWER OF ATTORNEYS		Review all for compliance
MORTUARY		Determine disposition based on AMD and discussions (cremation/ashes at sea in SD, etc.)
		Register with fixed price association
		Select Mortuary; call and confirm fixed price
		Tell hospital name, address and phone of mortuary
		Provide Advance Directive/DPOA to mortuary
		Mortuary; sign papers; order death certificates; pay bill
		Obtain final notice of cremation and delivery of ashes
MEMORIAL SERVICE		Coordinate with church/Temple/Facility: date, time, sequence of events.
		Post service gathering: set location and refreshments.
		Eulogy - write and ask for reviewers
		Select speakers
		Retain musicians
		Select music
		Decide on flowers vs. a charitable donation
		Invite attendees
		Prepare and print Eulogy/memorial document
		Purchase refreshments
		Flowers
		Pictures select and create display
		Day of service: set up refreshments, pictures, flowers.
DEATH CERTIFICATES		Order at mortuary above
		Obtain Death Certificates
FINANCES hopefully DPOA on accts See also TAXES category		Balance Check book
		Pay due bills (possible exception: Automobile insurance)
		Stop auto-pay from checking account(s)
		Obtain credits from auto-pay charges to credit cards and checking accounts after death.
		401K's and anunities
		Stocks, Bonds
		Time payment materials
		Investment Banker(s): confirm values at date of death (either periodic statements or special letter)
		Investment Banker(s): Change of Ownership/Registration, Liquidate or transfer
		Investment Banker(s): Certification of Trustee
		Investment Banker(s): Letter of Instruction with Medallion Signature Guarantee
		old IRAs: close and distribute per beneficiaries list at bank
		New Checking Account for Trust: create after getting new TIN (see TAXES)
		New Savings Account for Trust: create after getting new TIN (see TAXES)
		Old Checking account: close and put money in New (after all automatic payments are completed).
		Old Savings acct: close and put money in New Trust Checking acct
		Cancel Old credit cards and ATM cards
		Notify old bank of new address to send any 1099's etc.
		Prepare list of creditors (may need obtain a credit reports) including balance due, address & phone.
INSURANCE Health, Life, Property, and Long Term Care (LTC)		Medical: Review all medical bills for accuracy
		Medical: Make certain that all bills are sent to insurance companies for payment
		Medical: Pay copays, after payments are made by insurance companies and new statements are issued by companies
		Medical: After all payments are made, send cancellations to all medical insurance companies
		Life: Insurance companies, find policies and submit claim for death benefit
		Life: Insurance companies, receive death benefit and deposit with trust
		Life: Employer(s), find policies and submit claim for death benefit
		Life: Employer(s), receive death benefit and deposit with trust
		Life: Union(s), find policies and submit claim for death benefit
		Life: Union(s) companies, receive death benefit and deposit with trust
		If Surviving Spouse, notify of change of beneficiaries on Life Insurance
		Vehicle insurance If going to sell vehicle, wait for until sale is registered at DMV. Then contact Insurance to cancel, copy for records.
		Vehicle insurance Obtain refunds if any.
		Property insurance: maintain until property is distributed, and/or sold. (See REAL ESTATE)
		Property insurance: cancel after property is distributed, and/or sold. (See REAL ESTATE)
		LTC: Create and mail final bills to LTC
		LTC: Receive and reconcile payments
		LTC: Pay Care givers if balance due is not handled by LTC
		LTC: Notify LTC agency of death
VEHICLE & DRIVERS LICENSE		Notify DMV to cancel Drivers License

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		Locate Certificate of Ownership "Pink Slip"
		Values from Kelly Blue Book for both "Private Party" and "Suggested Retail"
		Sell or give vehicle
		Sign over Certificate of Ownership to new owner
		DMV's Notice of tranfer/Release of Liability: fill in, copy for records, mail to DMV.
		Obtain confirmation that transfer was recorded by DMV

INCOME SOURCES		Social Security - cal and confirm they got notice from mortuary 800-772-1213
		Social Security - Confirm any overpayment has been electronically retreived
		Military Retirement - call and ask for forms 800-321-1080
		Military Retirement - return forms with copy of death certificate
		Military Retirement - Confirm any overpayment has been retreived
		Other #1 - call & notify and ask for forms
		Other #1 - obtain & return forms with death certificate
		Other #1 - if required, return whole check for month sent after death
		Other #1 - obtain and deposit new check for part of month
		Other #1 - obtain Death Benefit
		Other #2 - call & notify and ask for forms
		Other #2 - return forms with death certificate
		Other #2 - obtain Death Benefit
		Other #2 - confirm any overpayment has been returned
		Inquire on CA State Controller's Office website for Unclaimed Property (18)
		Inquire with S.D. County Treasurer's Office re any Unclaimed Property, if decedent did business in the County. (18)
		If Med-Cal - notify Ca Dept of Health Services Med-Cal Recovery Section

TAXES If an employer (of caregiver, etc)		List Beneficiaries, their age, address, telephone number, and SSN; give copy to Estate Rep.
		If any collectibles: obtain appraiser' s letter on date of death value of personal property
		If Employer... State Q1 (EDD DE6) - online
		Employer State Q2 (EDD DE6) - online
		Employer State Q3 (EDD DE6) - online
		Employer State Q4 (EDD DE6) - online (includes notice of (Going Out of Business")
		Employer State Annual (EDD DE 3 HW) OR Employer Payment Deposit coupon (DE88) + Employer State Annual Reconciliation Statement (EDD DE7)
		Fed. Annual W-3 to Social Security Admin
		Fed. Annual W-2 Wage & Tax Statement to employees
		If Trust, Submit IRS SS: get new Taxpayer Id Number (TIN); includes set Fiscal Year (to Sept 30)
		If estate's size is high enough to qualify, file IRS 706 U.S. Estate Tax Return
		If estate's size is high enough to qualify, file State Estate Form (ET-1)
		Provide tax preparer with copy of the Will, Letters of Appointment, Inventory & Appraisal from the Probate Court, the Trust and all Amendments, and IRS Form 706 received from life insurance carriers for proceeds they paid
		Prepare and file IRS form 1041 U.S. Income Tax Return for Estates and Trusts (" fiduciary return") and CA form 541, if necessary
		If estate's size is high enough to qualify, file IRS 1041-ES Voucher for estimated, taxes, Fiduciary Tax Return for Trust, and CA 541-ES
		Income Tax - Fed Annual 1040
		Income Tax - State Annual 540
		IRS forms 1310 (refund due a deceased taxpayer), 56 (Representative for Estate), 2848 (Power of Attorney)
		California Franchise Tax Board Form 3510

SUBSCRIPTIONS & MEMBERSHIPS		Costco cancel
		AAA cancel
		Public Library: Cancel card, return books, pay (or seek waiver) of overdue fines.
		Magazines: Cancel. Seek return of pre-paid subscription, if applicable.
		Airlines: cancel any tickets for future, seek refund.
		Airlines: seek transfer of frequent flyer miles.

LEGAL See also TAXES and REAL ESTATE		Locate key to safe, if any.
		Inventory items in safe
		Deposit Will for registration with the S.D. Superior Court - Probate Division. (Affix bluebacking) within thirty (30) days of death, and obtain Receipt for it.
		"Notification by Trustee" California Probate Code 16061.7 to potential beneficiaries re: time limits to contest the trust.
		"Trustee's Duty to Report Information": Prepare and mail to Trust beneficiaries per CA Probate Code Section 16061.5
		Prepare "Account to Beneficiaries" or obtain Waiver
		Prepare and mail to Trust beneficiaries their: "Distributive Trust Share"
		Prepare and mail "Receipt for Distribution" for each beneficiary to sign. Obtain returned signed copies.
		Prepare and mail "Waiver of Accounting" for each beneficiary to sign. Obtain returned signed copies.
		Prepare "Certification of Trust" to show Trust is active and Successor Trustee.
		Split A-B Trust

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		Amend Trust
		If Surviving Spouse, amend Surviving Spouse's Will
		If Surviving Spouse, amend Surviving Spouse's Financial Durable Power of Attorney
		If Surviving Spouse, amend Surviving Spouse's Advance Health Care Directive
		Affidavit For Collection of Personal Property per CA Probate Code Sec. 13100 et seq. to claim financial accounts not in Trust's name.

NOTICES &/or THANK YOUs		Telephone immediate family & friends
		Mail or call less close family and friends
		Primary care physician
		Nursing Home
		Home care agency
		Caregiver
		Dentist
		Church
		Prior Church
		House cleaners
		Obituary in local newspaper
		Newspaper stop
		Gas & Electric keep on until house is sold
		Water/sewer keep on until house is sold
		Cable TV/Internet: cancel, return modems, get receipt
		Cable TV/Internet: pay final bill
		AT&T land line: cancel
		AT&T pay final bill or get refund
		Cell phone: cancel service
		Cell phone: pay final bill
		Registrar of Voters
		Notice to landlord (34)
		Pest Control (34)
		Cleaning by existing service (34)
		Pool service (34)
		U.S. Postal Service: arrange to forward mail to appropriate address(es).
		Gardener (34)

REAL ESTATE		Inventory repairs to be made before a sale.
see also INSURANCE, TAXES		Remove pictures before a sale.
		Painting: negotiate, select colors, complete including patching
		Plumbing: repair as needed
		Remove all trash
		Turn off Refrigerator before a sale.
		Turn off Furnace before a sale.
		Donate remaining property(?)
		If Real Estate to sell, decide on realtor and price; sign listing agreement
		... Offers selection
		Escrow Opens
		Inspection of property by buyer
		Real Estate Transfer Disclosure Statement; Disclosure of Lead, etc
		Appraisal vs. purchase price
		Natural and evironmental hazards report
		Escrow Closed
		Place funds from Escrow into trust accounts

FINALIZE		Finalize accounting, send statements to beneficiaries
		Distribute cash
		Close Trust
		Notices to Fed and State