

ESTATE ITEMS FROM CLIENT

Documents Needed	Received
Original Will, Codicils (Recorded Provisions)	
Death Certificates	
Checks for: ROW \$4.70 per beneficiary; bond \$100; newspaper \$113	
IRS Form 1040 (1-3 Years)	

Schedule	Asset	Documents Needed	Value
A	Real Estate	Deeds (W/ Liber, Folio)	
		Assessment (Market Value)	
		Real Property Tax Bills	
B	Stocks + Bonds	Most Recent + 12/31 Statements	
		Certificates	
C	Cash, Notes Receivable	Most Recent Statements	
		Bank Books	
D	Insurance	Policies	
E	Joint Real Estate	Same As Above	
	Joint Stocks + Bonds		
	Joint Cash, Notes		
	Joint Personal Property		
F	Tangible Personal Property	Car, Boat Titles	
	Closely-Held Businesses	Balance Sheets, Tax Returns	
	Un-Cashed Checks		
G	Transfers During Life	Trust Instrument, IRS Form 709	
H	Powers Of Appointment	Will/Trust Creating	
I	Retirement Plans, Annuities	Most Recent Statement	
		Pay-Out Election	
		Beneficiary Designation	
		Summary Plan Documents	
J	Funeral Expenses	Funeral Bills	
	Administration Expenses		
K	Debts	Medical Bills/Insurance	
		Credit Card Bills	
	Mortgages		