

CRISTIN C. LAMBROS, LLC

CRISTIN C. LAMBROS
DIRECT NUMBER
(410) 825-8550
cristin@ccl-law.com

ATTORNEY AT LAW
8415 BELLONA LANE, SUITE 114
TOWSON, MARYLAND 21204
FAX: (410) 825-8554

PARALEGAL
EMILY M. GARNER
(410) 825-8551
emily@ccl-law.com

Estate of: _____

P.R. _____
_____ (signature)

Re: Schedule of Filing Deadlines

Date: _____

Attached is our Schedule of Filing Deadlines in the captioned estate. Register of Wills (ROW) deadlines run from date of personal representative appointment. IRS deadlines run from date of death. We will prepare the necessary filings so we meet all estate deadlines in a timely manner. We work with the estate's CPA on the forms 1040 and 1041. If you are cost sensitive and have time on your hands, we can assign certain estate administration tasks to you to complete under our guidance.

Distributions are typically made from the estate to the beneficiaries after the later of the due date for the estate tax return and the final report (or administration account), a minimum of nine months after death. If there is an urgent need by a beneficiary prior to this time, the issue of advance distributions can be discussed.

Our estate administration fees are subject to court approval and are typically paid out of estate assets. When there's a funded revocable trust, no court approval is required, and fees can be paid periodically throughout the administration process. Since our fees are typically paid toward the end of the matter, we like to have a staff member send you a periodic listing of time expended to date so you have an ongoing sense of it.

We typically elect modified administration with the Register of Wills, which slightly decreases our filing requirements. We like to administer our estates efficiently, filing a first and final ROW accounting or (final report) and a first and final IRS form 1041. This enables us to complete the estate between 12 to 18 months after death.

The first step in estate administration is to obtain a date of death value for each asset, including joint assets. The IRS calculation of date of death values for marketable securities is not entirely straightforward (average the high and low on date of death and include income in respect of a decedent). We will be providing you with letters of instruction requesting date of death values to each financial institution for you to sign. Date of death value of real estate usually requires an appraisal by a qualified appraiser. We can provide you with the contact information for the appraiser we often work with.

It is important that you not complete any paperwork regarding retirement plans (including IRAs) without our assistance because you can inadvertently subject the entire account to income taxes. The Minimum Required Distribution (MRD) rules are very complicated and provide traps for the unwary, particularly if a trust is a beneficiary. In that case, we need to work with the financial institution's legal department so they can confirm it is a "see through" trust pursuant to the IRC regs. This determination will enable continued deferral of distributions during the lifetime of the trust beneficiary, which provides the most favorable income tax treatment.

If the decedent's plan included a revocable trust, before you contact the financial institutions the trust holds accounts with, we will need to provide them with the new tax ID number for the trust, which became irrevocable at death, as well as the new name of the trust for account registration purposes. We include these precautions because we have found the staff in financial institutions may give you incorrect instructions if we're not involved in the process.

As you can see from the Schedule of Filing deadlines, our first deadline is: _____ 2021, which we will work on diligently so we satisfy it on time. Sometimes our clients ask us if we can help them settle the estate in a shorter amount of time than the deadlines require. Our answer is we are happy to try, but we are working on a number of different estates at any one time, and we are juggling all those due dates. This is actually quite cost-effective to you, because it means we need to accomplish each task we work on in the most efficient manner possible.

We will be sending you shortly an excel spreadsheet listing the estate assets so we have an idea of all the financial institutions we will be contacting. Please let us know if you have any questions. We look forward to working with you on this matter.

C.C.L.