PILLAR BEACON PARTNERS
Clarity and continuity beyond the point of care

EXECUTOR FINANCIAL CHECKLIST:
ESSENTIAL RESPONSIBILITIES

This checklist outlines financial responsibilities that may arise during probate. Use it to track tasks and record notes. Requirements and deadlines vary by state and estate.

Initial Actions

These initial tasks can help you gather information, understand your authority, and protect estate assets.

1. Obtain certified copies of the death certificate as needed.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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2. Locate and securely review the original will and related legal documents.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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3. Determine whether probate is required and, if so, file the required documents with the appropriate court.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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4. Notify banks and other financial institutions of the death and ask about their requirements for handling each account.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

Early Financial Tasks

Identify and organize the estate's financial information and obligations.

1. Open an estate bank account when needed and when you have the required authority.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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2. Conduct a detailed inventory of the deceased's assets and debts.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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3. Arrange appraisals when required or appropriate for estate assets.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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4. Identify creditors and provide notice as required by state law.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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5. Review insurance policies carefully and initiate claims promptly.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

Ongoing Tasks

These tasks involve managing estate expenses, records, and obligations during probate.

1. Review and pay appropriate estate expenses according to applicable requirements.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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2. Identify and file any required tax returns for the deceased person and the estate.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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3. Maintain clear communication with beneficiaries about estate progress.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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4. Begin distributing assets as authorized.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

Later Tasks

Review the estate's financial details and prepare for distribution and closing.

1. Finalize and confirm valuations of all estate assets.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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2. Complete remaining distributions when authorized and applicable requirements are met.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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3. Obtain signed receipts from beneficiaries confirming distributions.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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4. Prepare a final accounting as required for the estate.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

Completion Tasks

Officially conclude probate responsibilities and ensure secure organization of all final documentation.

1. Submit final accounting and other closing documents to the court when required.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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2. Officially close the estate bank account and document closure.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:

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3. Organize and securely store all estate documents and records.

☐ Task Completed

Status: ☐ Completed ☐ In Progress ☐ Not Started ☐ N/A

Notes:
