

EXECUTOR FINANCIAL CHECKLIST: ESSENTIAL STEPS AND DEADLINES

Serving as an executor involves defined financial responsibilities. This checklist provides structure, checkboxes, dropdowns, and note sections to support task completion and timing control.

Immediate Actions (within 1–2 weeks)

These initial tasks help you legally confirm your authority as an executor and secure the deceased person's assets and sensitive information.

1. Obtain multiple certified copies of the death certificate (typically 10–15 copies).

Task Completed

Status:

Notes:

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

Task Completed

Status:

Notes:



3. Notify the probate court officially and begin the probate process by filing the necessary paperwork.

Task Completed

Status:

Notes:

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4. Secure financial assets by notifying banks and other financial institutions to freeze or restrict account access.

Task Completed

Status:

Notes:

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Early Financial Tasks (within 1–2 months)

During this stage, assess and organize all financial details of the estate, setting the groundwork for effective estate management.

1. Open a dedicated estate bank account.

Task Completed

Status:

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

Task Completed

Status:

Notes:

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3. Arrange professional appraisals for significant assets.

Task Completed

Status:

Notes:

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4. Formally identify creditors and notify them in writing.

Task Completed

Status:

Notes:

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5. Review insurance policies carefully and initiate claims promptly.

Task Completed

Status:

Notes:

Intermediate Tasks (within 3–6 months)

These tasks ensure smooth ongoing management and financial oversight throughout probate.

1. Pay bills and estate-related expenses.

Task Completed

Status:

Notes:

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2. Prepare and submit all necessary tax returns (personal and estate).

Task Completed

Status:

Notes:

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3. Maintain clear communication with beneficiaries about estate progress.

Task Completed

Status:

Notes:

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4. Begin distributing assets as authorized.

Task Completed

Status:

Notes:

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Later Tasks (within 6–12 months)

Focus now on finalizing all financial details and preparing for estate distribution and closure.

1. Finalize and confirm valuations of all estate assets.

Task Completed

Status:

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2. Complete remaining asset distributions.

Task Completed

Status:

Notes:

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3. Obtain signed receipts from beneficiaries confirming distributions.

Task Completed

Status:

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4. Prepare thorough final accounting documentation for court approval.

Task Completed

Status:

Notes:

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**Completion Tasks
(around 12 months or after court approval)**

Conclude probate and organize all final documentation.

1. Submit final accounting and distribution reports to the probate court.

Task Completed

Status:

Notes:

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

Task Completed

Status:

Notes:

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

Task Completed

Status:

Notes:

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