SUCCESSION CHECKLIST

THE ITEMS AND TASKS THAT OUR FIRM WILL HANDLE

All necessary court documents, probate of any Wills, the location and distribution of all succession assets, and all other responsibilities imposed under Louisiana Law. If a succession is contested, we will bill for such litigation on an hourly basis. In addition to our fees for the work discussed above, the client, as representative of the succession, is fully responsible for all out of pocket expenses incurred on behalf of the succession, said expenses include, but are not limited to, accounting expenses, costs of court and attorney fees for ancillary probate proceedings, income tax returns, investigation expenses, settlement expenses, litigation expenses and any other miscellaneous expenses incurred during the administration of the succession. It is also agreed and acknowledged by the client that the client shall accurately detail all assets belonging to the decedent including the valuation of decedent's assets, and shall also inform us, in writing, of any gifts made by the decedent that required the filing of a gift tax return.

DOCUMENTATION NEEDED FROM CLIENT

_______Copies of Statements for all of the decedent and their Spouse's banking, savings, brokerage, retirement plan, IRA and other financial assets for the time period coinciding with the date of death;

_______The governing documents for all L.L.C., Corporation, Trust or Partnership interests owned by the decedent or their spouse;

_______Copies of the decedent's federal income tax returns for the past three years;

_______The declaration pages for all Life Insurance Policies owned by the decedent or insuring the decedent's life

_______Acts of sale for any real estate that is titled in the decedent's name;

_______The registration, including the make, model and VIN number, for any automobiles that either spouse owned;

_______The names, addresses, phone number, email address, birthdates and social security numbers for all heirs;

_______An original Last Will and Testament and 10 - 30 original stamped death certificates

TASKS FOR THE EXECUTOR/EXECUTRIX OR OUR FIRM TO COMPLETE

If there is no surviving spouse, prepare application for tax identification number (EIN–Form SS-41)

Prepare and mail out date of death valuation letters to determine value of accounts

Prepare signature cards for estate bank accounts

Close decedent's bank accounts

Open estate checking and savings (or money market) accounts

Transfer assets to name of succession

Change decedent's mailing address

Cancel subscriptions, etc. and request refunds for unexpired term

Extend insurance coverage to protect estate for home, motor vehicles, etc., titled in decedent's name

File life insurance claims and request copies of federal Form 712

Are there any expenses/liabilities that the estate has incurred that we need to include on the Sworn Descriptive List (i.e., funeral expenses)?