

Checklist for Estate Administration

#	Tasks	Days	Start	Finish	%	Cost	Assignments	Notes
1	Client Setup & Administration	1	4/5/2017	4/5/2017	0	\$0.00		
2	Open client matter and run conflict check	1	4/5/2017	4/5/2017	0	\$0.00		
3	Consider opening estate administration client/matter to record transmission fees	1	4/5/2017	4/5/2017	0	\$0.00		
4	Consider opening trust administration client/matter to record management fees	1	4/5/2017	4/5/2017	0	\$0.00		
5	If corporate fiduciary request fees be allocated between transmission and management expenses	1	4/5/2017	4/5/2017	0	\$0.00		
6	Engagement Letter	1	4/5/2017	4/5/2017	0	\$0.00		
7	Print EP client information from database and give to attorney	1	4/5/2017	4/5/2017	0	\$0.00		

8	Complete Estate Administration Control Form	1	4/5/2017	4/5/2017	0	\$0.00
9	Establish Answer File/Case Record for HotDocs preparation	1	4/5/2017	4/5/2017	0	\$0.00
10	Proof of Service (for file only)	1	4/5/2017	4/5/2017	0	\$0.00
11	Complete docket control checklist and establish Docket Control	1	4/5/2017	4/5/2017	0	\$0.00
12	Initial Meeting	1	4/6/2017	4/6/2017	0	\$0.00
13	Prepare agenda	1	4/6/2017	4/6/2017	0	\$0.00
14	706 Checklist	1	4/6/2017	4/6/2017	0	\$0.00
15	Acceptance of Trust for Trustees	1	4/6/2017	4/6/2017	0	\$0.00
16	HIPPA Forms	1	4/6/2017	4/6/2017	0	\$0.00
17	Notice of Change of Trust Status	1	4/6/2017	4/6/2017	0	\$0.00
18	Authorization Form	1	4/6/2017	4/6/2017	0	\$0.00
19	Beneficiary Forms	1	4/6/2017	4/6/2017	0	\$0.00
20	W-9 forms	1	4/6/2017	4/6/2017	0	\$0.00

21	Execute Engagement Letter	1	4/6/2017	4/6/2017	0	\$0.00
22	Overview of a Person Representative Duties	1	4/6/2017	4/6/2017	0	\$0.00
23	Overview of Trustee's Duties	1	4/6/2017	4/6/2017	0	\$0.00
24	Settlement Notebook for Family Meeting	1	4/6/2017	4/6/2017	0	\$0.00
25	Discuss Prudent Investor Rule and liquidity needs	1	4/6/2017	4/6/2017	0	\$0.00
26	Client Correspondence	1	4/14/2017	4/14/2017	0	\$0.00
27	Notifications, Notices and Interested Parties	1	4/7/2017	4/7/2017	0	\$0.00
28	Notify Social Security of death and claim death benefit	1	4/7/2017	4/7/2017	0	\$0.00
29	Provide Death Notification Checklist	1	4/7/2017	4/7/2017	0	\$0.00
30	Credit Reporting Agency Notification	1	4/7/2017	4/7/2017	0	\$0.00
31	Power of appointment/S corp stock (seek resolution withing 60 days from date of death	1	4/7/2017	4/7/2017	0	\$0.00

32	Application for Informal probate and/or Appointment of Personal Representative (attach copy of death certificate (serve within 14 days)	1	4/7/2017	4/7/2017	0	\$0.00
33	Letters of Authority for Personal Representatives	1	4/7/2017	4/7/2017	0	\$0.00
34	Renunciation of Right to Appointment	1	4/7/2017	4/7/2017	0	\$0.00
35	Registers Statement	1	4/7/2017	4/7/2017	0	\$0.00
36	Acceptance of Appointment	1	4/7/2017	4/7/2017	0	\$0.00
37	Notice to Creditors	1	4/7/2017	4/7/2017	0	\$0.00
38	Notice Regarding Attorney Fees (serve within 14 days)	1	4/7/2017	4/7/2017	0	\$0.00
39	Letter to interested persons sending probate documents	1	4/7/2017	4/7/2017	0	\$0.00
40	Letter to Personal Representatives sending Letters of Authority	1	4/7/2017	4/7/2017	0	\$0.00
41	Letter to newspaper with Notice to Creditors for publications	1	4/7/2017	4/7/2017	0	\$0.00

42	Proofread Affidavit of Publication and pay publication costs	1	4/7/2017	4/7/2017	0	\$0.00
43	Serve Notice to Known Creditors on all known or reasonably ascertainable creditors	1	4/7/2017	4/7/2017	0	\$0.00
44	If decedent was on Medicaid, serve Notice to Known Creditors to the Michigan Department of Community Health	1	4/7/2017	4/7/2017	0	\$0.00
45	If Notice of Intent to File claim is received, an Application for Hardship Waiver may be requested	1	4/7/2017	4/7/2017	0	\$0.00
46	Notice to Souse of Rights (within 28 days of appt. unless spouse is personal representative	1	4/7/2017	4/7/2017	0	\$0.00
47	Close Face book and other social networking accounts	1	4/7/2017	4/7/2017	0	\$0.00
48	Perform Internet search for unclaimed property (es cheated to state) for state of domicile and	1	4/7/2017	4/7/2017	0	\$0.00

states where decedent
lived in pat 10 years

49	Receive Certificate of Completion and mail to Personal Representative	1	4/7/2017	4/7/2017	0	\$0.00
50	Testimony to Identify Heirs and Devisee Heirs (serve within 14 days)	1	4/7/2017	4/7/2017	0	\$0.00
51	Supplemental Testimony to Identify Non heir Devisee (serve within 14 days)	1	4/7/2017	4/7/2017	0	\$0.00
52	IRS Forms, Filings & Returns	1	4/11/2017	4/11/2017	0	\$0.00
53	Obtain EINs; SS4 Form prepared	1	4/11/2017	4/11/2017	0	\$0.00
54	File IRS Form 56 Notice Concerning Fiduciary Relationship	1	4/11/2017	4/11/2017	0	\$0.00
55	File IRS Form 4506 to obtain copies of decedent's 1040's	1	4/11/2017	4/11/2017	0	\$0.00
56	Update estate and tax ticklers	1	4/11/2017	4/11/2017	0	\$0.00
57	If FET return required and tax is due , prepare alternate valuation	1	4/11/2017	4/11/2017	0	\$0.00

58	Prepare federal estate tax return	1	4/11/2017	4/11/2017	0	\$0.00
59	File IRS Form 5495, Discharge of Personal Liability with FET Return	1	4/11/2017	4/11/2017	0	\$0.00
60	Calculate TPT Credit (if applicable) to determine whether FET return should be extended	1	4/11/2017	4/11/2017	0	\$0.00
61	If surviving spouse dies within 15 months, prepare alternate valuation	1	4/11/2017	4/11/2017	0	\$0.00
62	File Schedule R with IRS to allocate GST exemption if FET return otherwise not required	1	4/11/2017	4/11/2017	0	\$0.00
63	File FET return for portability for spouse	1	4/11/2017	4/11/2017	0	\$0.00
64	Docket 3-year statute of limitations for clearance of 706	1	4/11/2017	4/11/2017	0	\$0.00
65	If decedent had an interest in or a signature or other authority over financial account in foreign country, file Form	1	4/11/2017	4/11/2017	0	\$0.00

	TDF90-22.1 (FBAR) to report interest in					
66	Prepare decedent's final income tax returns	1	4/11/2017	4/11/2017	0	\$0.00
67	Prepare Fiduciary Income Tax Returns-Collect 1099's & 1099Rs	1	4/11/2017	4/11/2017	0	\$0.00
68	Include all IRD-not just what is reported on accounting [Sec 691 ©]	1	4/11/2017	4/11/2017	0	\$0.00
69	Legal Filings & Proceedings	1	4/12/2017	4/12/2017	0	\$0.00
70	Open probate proceeding in Probate Court	1	4/12/2017	4/12/2017	0	\$0.00
71	Establish docket clip	1	4/12/2017	4/12/2017	0	\$0.00
72	Notice of Appointment (serve within 14 days)	1	4/12/2017	4/12/2017	0	\$0.00
73	Notice to Friend of Court identifying spouse and devisees testate) or spouse and heirs (intestate)	1	4/12/2017	4/12/2017	0	\$0.00
74	Mail inventory to Court and interest persons	1	4/12/2017	4/12/2017	0	\$0.00
75	Proof of Service of inventory on docket clip	1	4/12/2017	4/12/2017	0	\$0.00

76	Record death certificate if there is joint real estate in Michigan	1	4/12/2017	4/12/2017	0	\$0.00
77	Record death certificate if there is joint resal estate in another state	1	4/12/2017	4/12/2017	0	\$0.00
78	Call court regarding expiration of claims	1	4/12/2017	4/12/2017	0	\$0.00
79	Prepare and file objections to claims (if any)	1	4/12/2017	4/12/2017	0	\$0.00
80	Prepare and File Sworn Statement to Close	1	4/12/2017	4/12/2017	0	\$0.00
81	Financial Accounting & Asset Mgmt	1	4/17/2017	4/17/2017	0	\$0.00
82	Obtain check for filing fee	1	4/17/2017	4/17/2017	0	\$0.00
83	Send financial request letters to financial institutions	1	4/17/2017	4/17/2017	0	\$0.00
84	Request Insurance claims and request forms 712	1	4/17/2017	4/17/2017	0	\$0.00
85	Cancel Auto Insurance	1	4/17/2017	4/17/2017	0	\$0.00
86	Cancel homeowners insurance	1	4/17/2017	4/17/2017	0	\$0.00

87	Review environmental concerns related to real estate	1	4/17/2017	4/17/2017	0	\$0.00
88	Prepare Property transfer Affidavit if necessary	1	4/17/2017	4/17/2017	0	\$0.00
89	File recission of principal residence exemption if required (within 90 days form Date of Death	1	4/17/2017	4/17/2017	0	\$0.00
90	Prepare tentative list of assets	1	4/17/2017	4/17/2017	0	\$0.00
91	If S corporation, make QSST or ESBT election within two year of date of death	1	4/17/2017	4/17/2017	0	\$0.00
92	Request duplicate copies of account statements from trustees/brokers	1	4/17/2017	4/17/2017	0	\$0.00
93	Provide date of death values for securities to broker(s); provide alternate valuation date values fif applicable	1	4/17/2017	4/17/2017	0	\$0.00
94	Transfer assets into the estate if necessary	1	4/17/2017	4/17/2017	0	\$0.00
95	Inventory	1	4/17/2017	4/17/2017	0	\$0.00

96	Pay inventory fee (within one year)	1	4/17/2017	4/17/2017	0	\$0.00
97	Selection of statutory allowances by spouse/children (pay before end of administration) or disclaim allowances	1	4/17/2017	4/17/2017	0	\$0.00
98	Will PR/Individual Trustee take a fee?	1	4/17/2017	4/17/2017	0	\$0.00
99	Prepare Annual Accounting	1	4/17/2017	4/17/2017	0	\$0.00
100	Proof of service of accounting for docket clip	1	4/17/2017	4/17/2017	0	\$0.00
101	Prepare deeds, property transfer affidavit	1	4/17/2017	4/17/2017	0	\$0.00
102	Record deeds, file property transfer affidavits	1	4/17/2017	4/17/2017	0	\$0.00
103	Distribute remaining assets and prepare receipts	1	4/17/2017	4/17/2017	0	\$0.00