

## TRUST & ESTATE ADMINISTRATION

Below is a list of documents and information to be gathered and brought to the first meeting. Not everything on this list will apply to you. We understand that it may be difficult to find or gather all of the items listed in time for the first meeting. When we meet, we will review what you have available and make a plan with regard to obtaining the remaining information and documentation.

Original Last Will and Testament

Copy of most recent income tax return and/or financial statement, if available

Name of accountant or CPA handling income tax filings in previous years

Copy of all vehicle titles

Copy of Death Certificate, if available

Copy of the last bank statement for each savings and checking account

Copy of the last statement regarding any certificates of deposit

Copy of last statement for all retirement accounts to include, but shall not be limited to, money market account, investment accounts, Annuities, IRAs, 401(k), 529 Plans

A list of all life insurance policies to include name of insurance company, address, policy number, benefit amount, owner name and beneficiary name

Copies of any and all savings bonds

Copies of Deeds for any and all real estate owned

Copies of any and all Farm Lease(s) or Rental Property Lease(s), or a summary of the terms, if oral/month-to-month lease agreement

Names and addresses of any and all

Inventory of any machinery and equipment

Stored grain & value per bushel obtained from local grain elevator on the date of passing away  
Full names, dates of birth, social security numbers, addresses for each beneficiary

Copy of funeral bill, marker bill, and any receipts relating to the funeral expense, i.e. luncheon, flowers, thank you notes, postage, etc.

Photocopies and/or information relating to miscellaneous stock certificates or membership in any coop

Corporate Book(s) and/or meeting minutes, stock certificates of inventory of membership interests in any corporation, limited liability company or partnership. Also, a basic inventory of assets for that entity (i.e. farm land, real estate, cash, investment accounts, machinery & equipment).

Information regarding any debt, mortgage or liens owed

Did anyone owe money to the Decedent? If so, was there a promissory note or information relating to that debt? Please provide copies.

Was there a safe deposit box? If so, where and any inventory of the contents

Inventory of significant collectibles, if any. If you think there is something that falls into this category, give us call to discuss because it may fall under personal property and they we will not need an inventory.

Any other property or accounts owned jointly with another person.