

EstateExec™ Generic Executor Checklist

Serving as the executor of an estate can be a challenging responsibility and require significant effort over time: the average executor [spends 570 hours fulling his or her duties](#), over a period of 16 months.

To help you understand your specific duties, EstateExec can automatically create a customized executor checklist and assign appropriate due dates (see [Tracking Tasks](#)) depending on the particulars of the estate. For example, an executor has 9 months from the date of death to submit Federal Form 706 if the estate exceeds a certain size, NH requires the executor to reside in NH or have an in-state representative, NJ has specific inheritance tax filing requirements, etc.

At a simple level, though, the following generic checklist covers the basic responsibilities of an executor to wind down and settle an estate:

Done	Task	Due
<input type="checkbox"/>	Notify close friends & family	First Week
<input type="checkbox"/>	Notify employer	First Week
<input type="checkbox"/>	Secure assets	First Week
<input type="checkbox"/>	Arrange funeral	First Week
<input type="checkbox"/>	Order death certificates	First Week
<input type="checkbox"/>	Optionally retain lawyer	First Month
<input type="checkbox"/>	Submit will to court	First Month
<input type="checkbox"/>	Cancel unneeded services	First Month
<input type="checkbox"/>	Request Employer Identification Number (EIN)	First Month
<input type="checkbox"/>	Notify Social Security	First Month
<input type="checkbox"/>	Determine heirs	First 3 Months
<input type="checkbox"/>	Start probate process if required/desired	First 3 Months
<input type="checkbox"/>	Notify heirs	First 3 Months
<input type="checkbox"/>	Establish family allowance if applicable	First 3 Months
<input type="checkbox"/>	Forward mail	First 3 Months
<input type="checkbox"/>	Notify life insurance companies	First 3 Months
<input type="checkbox"/>	Notify IRAs and similar beneficiary accounts	First 3 Months
<input type="checkbox"/>	Notify other agencies (DMV, etc.)	First 3 Months
<input type="checkbox"/>	Notify extended acquaintances	First 3 Months
<input type="checkbox"/>	File IRS Form 56	First 3 Months
<input type="checkbox"/>	Open estate bank account	First 3 Months
<input type="checkbox"/>	Inventory assets	First 3 Months
<input type="checkbox"/>	Publish notice of death	First 3 Months
<input type="checkbox"/>	Debt claims deadline expired	As Possible

<input type="checkbox"/>	Inventory debts	As Possible
<input type="checkbox"/>	Determine estate solvency	As Possible
<input type="checkbox"/>	All debts resolved	As Possible
<input type="checkbox"/>	Plan asset allocation	As Possible
<input type="checkbox"/>	Pay local property taxes	Calendar Year
<input type="checkbox"/>	Provide Schedule K-1 to any trust beneficiaries	Calendar Year
<input type="checkbox"/>	Submit final decedent income tax forms (1040)	Calendar Year
<input type="checkbox"/>	Submit estate income tax forms (1041)	Calendar Year
<input type="checkbox"/>	Deal with state filings*	Calendar Year
<input type="checkbox"/>	Submit personal liability discharge (5495)	Calendar Year
<input type="checkbox"/>	Submit estate tax form (706) if needed	9 Months
<input type="checkbox"/>	Submit heir forms (8971) if needed	10 Months
<input type="checkbox"/>	Receive estate tax closing letter (627) if needed	15 Months
<input type="checkbox"/>	Make all distributions	Finish
<input type="checkbox"/>	Compensate executor	Finish
<input type="checkbox"/>	Submit probate final accounting	Finish
<input type="checkbox"/>	Submit probate closing statement	Finish
<input type="checkbox"/>	Close estate bank account	Finish
<input type="checkbox"/>	File Final IRS Form 56	Finish

Note that the above generic checklist is useful, but it is not intended to be an exhaustive list, and some of the due dates may vary a bit from state to state.

If you use the EstateExec interactive task checklist, you will be able to click on each task and get more information about it, as well as see actual due dates for your particular estate — you can [explore a sample estate and its associated interactive checklist here](#), or you can simply [create your own estate](#). You should also keep in mind that the majority of EstateExec's long-term utility lies in its ability to track and manage assets, debts, and cash, and to optionally share that information with heirs.

See www.EstateExec.com