



LIST OF BASIC ITEMS FOR EXECUTOR TO OBTAIN

The following is a basic list of items for the executor to obtain to enable the tax advisor to prepare the estate tax return. Depending on the size of the estate and other factors, other items may be necessary.

- _____ 1. Last will and testament.
- _____ 2. Inventory of personal effects.
- _____ 3. List of all bank accounts, including savings accounts.
- _____ 4. List of investments.
- _____ 5. List of pension funds.
- _____ 6. Copies of life insurance policies.
- _____ 7. Legal description of all real estate, and copies of deeds, promissory notes, and deeds of trust.
- _____ 8. Legal description of mineral interests, and amount of any income being received from any such interests.
- _____ 9. Legal description of property located in other counties or states.
- _____ 10. Gift tax returns, and list of lifetime gifts by the decedent.
- _____ 11. Copies of all trust agreements where the decedent was a grantor, trustee, or beneficiary.
- _____ 12. Copies of income tax returns for at least the last three years.
- _____ 13. Schedule K-1s from partnerships and S corporations for at least the last three years.
- _____ 14. Copy of homeowner's insurance.
- _____ 15. List of all administration expenses including funeral expenses.
- _____ 16. Names, addresses, ages, relationship, and social security number of all beneficiaries.
- _____ 17. Names and addresses of all professional advisors of decedent.
- _____ 18. List of all of decedent's debts and liabilities.