Estate Settlement Document Checklist

Documents to Gather:

 Certified Copy of the Death Certificate.
 Original Will and Codicil, if any.
 Records of any public assistance received by the decedent.
This includes: Old Age Assistance, Aid to the Permanently and Totally Disabled, and Medical Assistance (including Medicaid).

Documents regarding outstanding bills, debts, or claims against the decedent such as:
 General obligations. Current bills, including utilities and monthly services.
 Credit card records and statements, issuers, and account numbers.
 Loans and notes due (including mortgages): name of the lender(s) and the amount(s) owed at death.
 Unpaid taxes – income, property, business enterprise, interest and dividends, etc.
 Medical or hospital expenses and other monies owing for the last illness.
 Mortgages due.
 Other general obligations.
 Funeral charges and monument expenses.
 All important records of any business that the decedent owned, either totally or in part, including information regarding assets and debts.

Assets
 Stocks and Bonds Certificates.
 Certificates of title to personal property such as automobiles.
 Insurance policies or any pension or profit sharing plan for which a death benefit is available.
 Decedent’s last Federal income tax return and NH Interest and Dividends Tax return.
(Find the name and address of the decedent’s accountant, if any.)
 Gift Tax returns.
 Papers concerning Social Security and Veteran’s Benefits.

Personal Information — Decedent:
 Full Name.
 Home Address.
 Home Telephone.
 Date of Birth.
 Place of Birth.
 Social Security Number.
 Place of Employment.
 Occupation.
 Date of Death.
 Place of Death.

- Attending Physician.
- Funeral Home.
- Was the decedent a veteran?
- If yes, will funeral home apply for VA benefits?

If decedent left no surviving spouse:
- Name and date of death of spouse.
- If divorced or legally separated, name of spouse and date of divorce. (If date of divorce unknown, place where divorce granted.)

Personal Information — Surviving Spouse:
- Full Name.
- Home Address.
- Date of Birth.
- Social Security Number.
- Date of Marriage to Decedent.
- Place of Marriage.
- Place of Employment.
- Office Telephone Number.

Decedent's Family Members
When you make your list of family members, use the guide below. Note the relationship of each person to the decedent.
Gather the names, addresses, social security numbers, and phone numbers of:
- Children. (Note if any are stepchildren.)
- Parents.
- Brothers, sisters.
- Grandchildren, nieces, nephews.
- Grandparents, aunts, uncles and cousins to the fourth degree.

Others mentioned in the will
- Names, addresses, phone numbers, social security numbers or tax identification numbers, of legatees (note relationship to decedent).

Bank Accounts
Indicate if the assets are in the decedent's name alone or jointly held. If jointly held, indicate with whom.
- Name and Address of Bank(s).
- Safe Deposit Box Number(s).
- Location of Key(s).
- Contents of the Safe Deposit Box(es).
- Savings Account Numbers.
- Checking Account Numbers.
- Balance(s) at date of death.
- Certificate of Deposit numbers and amounts.
- Investment or Money Market Account numbers and amounts.

Real Estate

List the following for all real estate owned by the decedent, whether or not it was held in joint tenancy.

 Location. (If the real estate is located out of state, you should consult an attorney in that state to determine the correct procedures.)
 Full Name.
 Home Address.
 Date of Birth.
 Social Security Number.
 Date of Marriage to Decedent.
 Place of Marriage.
 Place of Employment.
 Office Telephone Number.

 Deed Reference (book and page number at County Registry of Deeds).
 Mortgage and name of bank holding mortgage.
 Mortgage Insurance
 Assessed Value at date of death (on tax bill).
 Name(s) on deed.

Securities

If possible, photocopy certificates. If not, list the following information:
 Name of Corporation.
 Certificate Number.
 Common or Preferred stock
 Number of shares.
 Value at date of death.
 Name(s) on certificates.
 Type of bond (i.e. US Treasury, Savings, municipal etc.).
 Series number.
 Numbers on the bonds.
 Face value of the bonds.
 Value at date of death.
 Name(s) on certificates.
 Name and account number for all brokerage accounts.
 Monthly or year-end account statements from which decedent's investment holdings can be determined.

NOTE: The actual investment certificates can either be held by the brokerage firm ("in street name") or, by the decedent. If the latter, you will need to look for the stock or bond certificate among the decedent's effects.

Personal Property

Include the titles, registrations and insurance policies for the following:
NOTE: if the vehicles are being operated while probate is pending, make sure the insurance company is notified and the policies are fully paid.

- Automobiles
- Motorcycles
- Recreational Vehicles
- Boats
- Airplanes

List the following:

- Valuable personal property, such as coin or stamp collections, camera or video equipment, jewelry, antiques or art collections.
- Make arrangements for any pets which may need to be removed from the decedent’s premises and cared for.

Life insurance

- Company name.
- Policy number.
- Amount.
- Beneficiary.
- Insurance agent’s name address and telephone number.
- Where the policies are located?

NOTE: If death occurred accidentally on a trip paid for, at least in part, with a credit card, the card issuing company will often provide life insurance and/or medical coverage. Therefore, the decedent’s credit card records should be reviewed. If there are no records, contact the card-issuing company.