

**NOVINS, YORK & PENTONY
202 MAIN STREET, CN 2032
TOMS RIVER, NJ 08754
732-349-7100**

INFORMATION CHECKLIST AND AGENDA

ACTIVITIES	DO	DONE
1. Probate Will, obtain letters of Testamentary and of Trusteeship	_____	_____
2. Administration, obtain letters, apply for US identification number (IRS)	_____	_____
3. Order publication of Notice to creditors (NJSA 3B:22-4)	_____	_____
4. Advise survivors of possible claims under Social Security and assist in pursuing if requested	_____	_____
5. Same as above as to Veteran's Administration	_____	_____
6. Advise beneficiaries of life insurance to file proofs of death and claims promptly; assist if requested	_____	_____
7. Write insurance companies for form 712	_____	_____
8. Check for any foreign Wills	_____	_____
9. Send to Executor/Executrix written resume of Will provisions	_____	_____
10. Transfer cash, securities, cars and other property into name of Executor/Executrix; Administrator/Administratrix; other	_____	_____
11. Check with survivors of decedent regarding		

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| changing their Wills or making Trusts | _____ | _____ |
| 12. Check advisability of renunciation or disclaimer by any beneficiary | _____ | _____ |
| 13. Estimate cash requirements for legacies, debts, administration expenses, and taxes | _____ | _____ |
| 14. Determine fiscal year for estate income taxes | _____ | _____ |
| 15. Appraise: | | |
| Real Property | _____ | _____ |
| Securities | _____ | _____ |
| Furniture | _____ | _____ |
| Jewelry | _____ | _____ |
| Cars | _____ | _____ |
| Furs | _____ | _____ |
| Antiques | _____ | _____ |
| Works of Art | _____ | _____ |
| Other | _____ | _____ |
| 16. Obtain data for general information pages of Federal Estate Tax Returns | _____ | _____ |
| 17. Preserved decedent's and spouse's income tax returns, cancelled checks and bank statements for three years prior to death | _____ | _____ |
| 18. Obtain tax waivers and release of cash and securities in and out of state | _____ | _____ |
| 19. Compute income tax impact on Estate and beneficiaries depending on whether income during administration is retained by fiduciary or paid to beneficiaries | _____ | _____ |
| 20. Consider early setting up of Trust or Trusts in part or in full after computing income tax and consider any apportionment of estate taxes if required by Will or law | _____ | _____ |
| 21. Investigate possible tax savings by deducting administration expenses under | | |

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| Federal Income Tax rather than Estate Tax | _____ | _____ |
| 22. Consider special problems concerning real estate, including obtaining Federal and State tax waivers. Sell, lease or retain? | _____ | _____ |
| 23. Mail notice of probate (60 days after letters) | _____ | _____ |
| 24. File inventory (optional-90 days after letters granted) | _____ | _____ |
| 25. Appointment and qualifications of Trustees | _____ | _____ |
| 26. Decedent's final income tax return | _____ | _____ |
| 27. Decedent's final gift tax return | _____ | _____ |
| 28. First income tax return of Estate | _____ | _____ |
| 29. File Notice of Fiduciary relationship (After filing decedent's last income tax return) | _____ | _____ |
| 30. Consider with discretion request for prompt audit of income and gift tax returns of decedent | _____ | _____ |
| 31. Any property "previously taxed"-for credit verse Federal Estate Tax | _____ | _____ |
| 32. Apportion Estate's first income tax between principle and income if appropriate | _____ | _____ |
| 33. File out of state, Estate tax and income tax returns, if any and pay taxes | _____ | _____ |
| 34. File New Jersey Transfer Inheritance tax return and pay tax 8 months after date on which it became due | _____ | _____ |

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| 35. Revalue property for Federal Estate Tax return (6 months after date of death) | _____ | _____ |
| 36. File Federal Estate tax return and pay tax (9 months after date of death) | _____ | _____ |
| 37. File copy of Federal Estate tax return with New Jersey Tax Authorities (30 days after filing Federal return) | _____ | _____ |
| 38. Consider with discretion advisability of filing request for prompt audit of Federal Estate tax (after filing Estate tax return) | _____ | _____ |
| 39. Pay New Jersey Estate tax | _____ | _____ |
| 40. Pay or deliver legacies | _____ | _____ |
| 41. Estate income tax returns after a first year as follows: | | |
| A. Federal-April 15 th each year during Administration | _____ | _____ |
| B. State-check NJ laws | _____ | _____ |
| 42. Consider with discussion request for prompt audit of Estate income tax returns (Immediately after filing last return for Estate) | _____ | _____ |
| 43. File claims for refund on Estate's first Income tax return (within 3 years after filing return) for a deduction, if any | _____ | _____ |
| 44. File proof of state inheritance tax with Commissioner (4 years after filing Federal Return) | _____ | _____ |
| 45. Obtain Federal Estate tax closing agreement or letter | _____ | _____ |
| 46. Obtain release from personal liability in | | |

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| income tax, gift taxes and Estate taxes | _____ | _____ |
| 47. Prepare and file Executor's/Administrator accounting | _____ | _____ |
| 48. Settle account in court or by agreement | _____ | _____ |
| 49. Final distribution | _____ | _____ |
| 50. If there is a fiduciary bond, arrange to cancel | _____ | _____ |
| 51. Send beneficiaries income tax basis for securities and other property distributed | _____ | _____ |