



Executor Checklist (Part 2)

A tool designed to help estate executors identify some of the major tasks associated with their role.

(See disclaimer below.)

- This is 2 of a checklist to assist the Executor of an estate with tasks relevant to probate.
- Part 1 (tasks up to probate) is available from the Support on <http://www.nowsorted.com/support>

Executor ID	
First name: _____	Family name: _____
T/M: _____	E: _____@_____com.au

AFTER PROBATE BEING GRANTED	DONE	NOT APPLICABLE
30. Open bank accounts for estate.	<input type="checkbox"/>	<input type="checkbox"/>
31. Give notice of appointment to banks, investment brokers, and others.	<input type="checkbox"/>	<input type="checkbox"/>
32. Solicitor to publish notice of intended distribution of estate for attention of creditors.	<input type="checkbox"/>	<input type="checkbox"/>
33. Discharge any debts of deceased.	<input type="checkbox"/>	<input type="checkbox"/>
34. If deceased owned land in another state, resale of probate to be obtained in that state.	<input type="checkbox"/>	<input type="checkbox"/>
35. Identify if Supreme Court requires lodgement of accounts, following completion of administration or commission is sought by Executor.	<input type="checkbox"/>	<input type="checkbox"/>
36. File claims for any veteran's or CentreLink benefits that are due.	<input type="checkbox"/>	<input type="checkbox"/>
37. Collect all income and all other monies due to the deceased or the estate	<input type="checkbox"/>	<input type="checkbox"/>
38. Keep a detailed record of all income, expenses, and estate transactions.	<input type="checkbox"/>	<input type="checkbox"/>
39. Study any business interest that the deceased owned, and closely follow the management and finance of the enterprise.	<input type="checkbox"/>	<input type="checkbox"/>
40. Have periodic meetings with the solicitors representing the estate, the beneficiaries, and others interested in the estate.	<input type="checkbox"/>	<input type="checkbox"/>
41. Defend against any lawsuit against the deceased or the estate.	<input type="checkbox"/>	<input type="checkbox"/>
42. Estimate cash needed for legacies, taxes, and other costs of settling the estate.	<input type="checkbox"/>	<input type="checkbox"/>
43. Select assets to be sold to raise cash.	<input type="checkbox"/>	<input type="checkbox"/>
44. Through the solicitor, file all necessary petitions and accounts with the court.	<input type="checkbox"/>	<input type="checkbox"/>

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Disclaimer

Now Sorted Pty Ltd
does not provide any legal advice
and users of this document should consult
with a qualified legal practitioner.

Executor Checklist (Part 2)

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- We recommend discussing this checklist with a qualified legal practitioner.
- There is space for Executor notes at the bottom of this page..

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DONE **NOT APPLICABLE**

WORK WITH FAMILY ACCOUNTANT ON INCOME TAX RETURNS

- | | | |
|--|--------------------------|--------------------------|
| 45. Study the deceased's income tax returns for the three year period before death; discuss with accountant who prepared them and gather data to support the returns if audited. | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. File the final return for the deceased. | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Prepare for any audit by tax authorities of income tax returns filed by the deceased. | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. File income tax returns for the estate during the period of administration. | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. Consider the income of beneficiaries in making distributions of property from the residuary estate. | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. Select date for such distributions to result in overall income tax economy for both the estate and the beneficiaries. | <input type="checkbox"/> | <input type="checkbox"/> |
| 51. Provide beneficiaries with the CGT basis of assets distributed in kind. | <input type="checkbox"/> | <input type="checkbox"/> |

DISTRIBUTE THE ESTATE

52. If necessary, make partial distributions as the estate

PLEASE NOTE:

Part 1 of this checklist is available free to licensed users of Now Sorted.

To obtain your copy, please go to www.nowsorted.com/support and look for the PDF under *User Guides & Documentation*.

Executor Notes

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