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CHECKLIST FOR SUCCESSOR TRUSTEES

I. At Death

1. Inform the family that you are the successor trustee and assist in funeral arrangements and notifying other relatives.
2. Give copies of the trust to all known beneficiaries.
3. Order at least ten (10) copies of the death certificate; these can usually be obtained from the funeral home. The certificates will be needed to transfer title on assets, obtain access to bank accounts, etcetera.
4. Notify our office so that the attorney who prepared the trust can be prepared to assist you if necessary.
5. Notify the deceased person's bank so that you can start writing checks; the bank will probably want to see a copy of the trust and a death certificate.
6. Notify Social Security, all life insurance companies, retirement plans and any others that provide a death benefit; place the funds received from those sources in an interest bearing account until distribution of the funds to the beneficiaries.
7. Secure and inventory all property such as real estate and other personal property. Make sure to turn off utilities and continue to pay mortgage and insurance bills for real estate.
8. Locate all bills and start a ledger of income received and bills paid.
9. Contact an accountant to obtain a tax identification number for the trust; contact an accountant or attorney to prepare the final income and estate tax return.
10. Pay all bills and taxes and log them in the ledger referred to at number 8 above.
11. Make a final accounting ledger of all assets, bills paid and income received. Give a copy of this ledger to all beneficiaries when the property is distributed.

12. Distribute property in the following order, making sure to obtain a signed receipt from each beneficiary which acknowledges that they have in fact received the property:
 - a. Property on special lists of specific bequests;
 - b. Remaining personal property; hold an estate sale if necessary;
 - c. If a child's trust is involved, transfer that child's share of cash and/or property to the trustee of the child's trust;
 - d. Divide the remainder of the cash and property according to the instructions contained in the trust, transferring titles of property as indicated.
13. Nothing else needs to be done as the trust ceases to exist at this point; your job as the Successor Trustee is complete.

Very truly yours,

JOHN T. ANDERSON

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