What to Do When Someone Dies

The following information is intended to assist your successor trustee to manage your affairs.

Let us help spare your survivors as much stress and grief as possible during what is always a painful time. Contact our Deathcare Services at 801-477-1570 or email us at admin@intervivosplan.com for our *Settling the Estate* packet.

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Overview

The final and most important phase of any estate plan begins once a grantor dies. Officially known as settling or administering the estate, the action steps for this stage of your estate plan are dictated by specific instructions in your trust. The individual named as your successor trustee is legally responsible to make certain that your affairs are administered or settled as outlined in the Trust.

An efficient estate administration accomplishes three main objectives:

1. Administers your final affairs pursuant to the terms outlined in your trust;
2. Minimizes the costs associated with administration of your estate, and
3. Finalizes your affairs as quickly as possible.

These have been primary objectives of your estate plan since its inception. We are dedicated to helping you, your survivors achieve these objectives.

Oftentimes, beginning the process of managing the trust after the death of a grantor can seem overwhelming. However, we are here to assist your successor trustee to step into the role and prepare to do all that needs to be done. To begin the process, contact our Deathcare Services at 801-477-1570 or email us at admin@intervivosplan.com and request a copy of the *Settling the Estate* materials. These materials are designed to collect and organize the critical information about your affairs.

Once we receive your completed materials, our Deathcare Services team will review the information. They can direct your successor trustee to our team of attorneys who can provide many of the services the successor trustee may need. These services include trust certifications, notifications to beneficiaries and heirs, transfer of title documents, affidavits, notification to creditors, as well as referrals for asset valuations, A/B splits, tax returns, and other personalized post-mortem administrative services.

Instructions – What to Do When Someone Dies

When a Grantor dies, follow these steps:

First things first. Nothing must be done immediately. Few things in life are as traumatic as losing a loved one. Take time to grieve. Reminisce about the good times, spend time with family and friends and begin healing. Nothing from a financial perspective is so critical that it should take priority over your emotional needs.

Order numerous certified death certificates. Order at least 15 certified copies of the death certificate. The funeral director can help you obtain these. A separate certified death certificate will be needed to remove the deceased grantor's name from each asset (i.e., real estate, stocks, bonds, etc.) and to claim insurance and other death benefits.

Locate any specific instructions provided by the decedent. The trust instructs the successor trustee to follow the Personal Letter of Direction (i.e., written instructions from the decedent) for specific steps to be taken at death, especially in regard to distribution of tangible personal property.

In your binder, under the tab identified as Personal Letter of Direction, we provide the basic outline for this letter. Go to the Personal Letter of Direction tab and see if the decedent provided any specific instructions. Also look for instructions in other likely places such as a safe deposit box, computer files or a personal journal or daybook.

Review the information found in the tab labeled "Information for Survivors." This information along with account statements will assist you in locating and valuing the assets and liabilities of the deceased grantor as of the date of death.

Contact your advisor and complete the *Settling the Estate* materials in their entirety. The Successor Trustee will be provided assistance as they begin to manage your estate upon a grantor's death. The *Settling the Estate* packet includes worksheets for:

- Decedent's Detailed Information
- Beneficiary Information
- Detailed Asset Information by Category of Assets
- Detailed Liability Information by Category of Liability
- Estate Tax Information

Send the completed *Settling the Estate* material to:

Estate Plan Support
560 South 100 West, Suite 1
Provo, UT 84601

If you have any questions on how to complete any of the information requested in the *Settling the Estate* materials, contact our Deathcare Services at 801-477-1570 or email us at admin@intervivosplan.com