

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.

WHAT TO DO WHEN SOMEONE DIES

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

Personal Letter of Direction

What is a Personal Letter of Direction? A personal letter of direction is a letter that you write to your loved ones. It contains detailed instructions for distributing your tangible personal property upon your death. You may include burial instructions and other personal instructions as desired.

Why Use a Personal Letter of Direction? Your revocable living trust does not provide details for the distribution of your tangible personal property. It instructs your successor trustee to refer to your personal letter of direction for specific guidance.

Signing This Document You simply sign and date your personal letter of direction. You do not need witnesses nor a notary.

PERSONAL LETTER OF DIRECTION

The revocable living trust document you created specifically references your *Personal Letter of Direction*. In this letter you may spell out any special desires you have regarding the distribution of your tangible personal property. For example, if you have three children and wish one specific child to have a certain item of jewelry, write this down in your personal letter of direction. The following is provided as an introductory paragraph to be used with your personal letter of direction. You may incorporate this introductory paragraph as you deem appropriate for your own letter.

Dear Family and Friends

Please use this letter as a guide to distribute the tangible personal property described herein. Also, if I have indicated other personal desires, I expect my successor trustee to honor my wishes, consistent with the terms of this personal letter of direction, whenever possible.

[illegible]

Signature: _____

Date: _____

Information for Survivors

What is Information for Survivors? Information necessary for your survivors to handle your affairs upon your incapacity or death

Why Provide Information for Survivors? People do their estate planning because they love someone. By completing the information for survivors you will make handling your affairs easier for those you love.

Completing the Information No signature is needed. Simply complete the information requested.

PERSONAL INFORMATION

Birthplace City: _____ State: _____

Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____

Family

Father's Name: _____

Father's Place of Birth: _____

Mother's Name: _____

Mother's Place of Birth: _____

Brothers and Sisters:

Military Record

Name of War: _____ Serial Number: _____

Date and Place of Induction: _____

Date and Place of Discharge: _____

Branch of Service: _____

Rank at Discharge: _____

Decorations, if any: _____

Current Employer

Name: _____

Address: _____

Employee Benefits? ☐ Yes ☐ No Death or Retirement Benefits? ☐ Yes ☐ No

Past Employers

Occupation: _____ from _____ to _____

Occupation: _____ from _____ to _____

Occupation: _____ from _____ to _____

Occupation: _____ from _____ to _____

Education

High School: _____ from _____ to _____

High School: _____ from _____ to _____

College: _____ from _____ to _____

College: _____ from _____ to _____

College: _____ from _____ to _____

Other Special Schooling:

Places of Residence

Location: _____ from _____ to _____

Location: _____ from _____ to _____

Location: _____ from _____ to _____

Location: _____ from _____ to _____

Location: _____ from _____ to _____

Activities & Hobbies

Business, Union and Social Memberships

_____ Benefits? ☐ YES ☐ No

_____ Benefits? ☐ YES ☐ No

PEOPLE TO CONTACT

Name: _____ Relationship: _____
Address: _____ Telephone: _____

Name: _____ Relationship: _____
Address: _____ Telephone: _____

Name: _____ Relationship: _____
Address: _____ Telephone: _____

Name: _____ Relationship: _____
Address: _____ Telephone: _____

Name: _____ Relationship: _____
Address: _____ Telephone: _____

Name: _____ Relationship: _____
Address: _____ Telephone: _____

Name: _____ Relationship: _____
Address: _____ Telephone: _____

FUNERAL ARRANGEMENTS

Body or Organs to be Donated? ☐ Yes ☐ No (See Health Care Directive)

Preferred Mortuary _____

City: _____ State: _____

Place of Service: ☐ Church ☐ Mortuary Chapel

Church or Denomination: _____

Person to Be In Charge of Final Arrangements: _____

Relationship: _____ Telephone: _____

Description of Services Desired:

Special Readings or Music: _____

Service to Be Conducted by: _____

Relationship: _____ Telephone: _____

Interment Requests

I prefer: ☐ earth burial ☐ cremation ☐ mausoleum

Name of Cemetery: _____

City: _____ State: _____

☐ I have reserved facilities (attach deed and/or other paperwork).

☐ I have not reserved facilities.

OTHER BENEFITS

Use this section to indicate other benefits your survivors might be eligible for.

Veterans' Benefits: Depending on the nature of the veteran's death, benefits may be payable for burial expenses, education assistance, GI home loans, as well as a lump-sum death gratuity.

VETERAN'S NAME: _____

Government Life Insurance Number: _____

Serial Number: _____

VA Claim Number: _____

Date of Discharge from the Military: _____

VETERAN'S NAME: _____

Government Life Insurance Number: _____

Serial Number: _____

VA Claim Number: _____

Date of Discharge from the Military: _____

Civil Service Benefits: Benefits may be available if the deceased worked 18 months or more for the Federal Civilian Service. State and local governments may offer similar benefits.

Railroad Worker Benefits: If the deceased worked with the railroad for 10 or more years, railroad retirement rather than social security may provide some benefits.

Private Employer Benefits: Check with past private employers of the deceased for information about possible pension contributions and insurance coverage.

Other Organizations: Benefits may be available through clubs, service organizations, business associations, fraternal organizations, automobile clubs, or other groups to which the deceased belonged.

Note to Survivor: The funeral director can assist you in applying for some government benefits.

INSURANCE

Homeowner's Insurance

Company: _____ Policy: _____
Address: _____ Telephone: _____

Automobile Insurance

Company: _____ Policy: _____
Address: _____ Telephone: _____

Umbrella Policy

Company: _____ Policy: _____
Address: _____ Telephone: _____

Life Insurance

Insured's Name: _____
Company: _____ Policy: _____
Address: _____ Telephone: _____

Insured's Name: _____
Company: _____ Policy: _____
Address: _____ Telephone: _____

Insured's Name: _____
Company: _____ Policy: _____
Address: _____ Telephone: _____

Insured's Name: _____

Company: _____

Address: _____

Policy: _____

Telephone: _____

Insured's Name: _____

Company: _____

Address: _____

Policy: _____

Telephone: _____

Insured's Name: _____

Company: _____

Address: _____

Policy: _____

Telephone: _____

Long Term Health Care Insurance

Insured's Name: _____

Company: _____

Address: _____

Policy: _____

Telephone: _____

Medical Insurance

Insured's Name: _____

Company: _____

Address: _____

Policy: _____

Telephone: _____

Medical Insurance

Insured's Name: _____

Company: _____

Address: _____

Policy: _____

Telephone: _____

MORTGAGES, LOANS PAYABLE, CREDIT CARDS

Record all information regarding any outstanding loans due. Do not record credit card information here unless it will be safely secured.

Mortgages

Company: _____ Property: _____
Address: _____ Telephone: _____
Loan Number: _____

Company: _____ Property: _____
Address: _____ Telephone: _____
Loan Number: _____

Other Loans

Company: _____ Property: _____
Address: _____ Telephone: _____

Company: _____ Property: _____
Address: _____ Telephone: _____

Company: _____ Property: _____
Address: _____ Telephone: _____

Credit Cards, Lines of Credit

<u>Institution Name</u>	<u>Type of Account</u>	<u>Card/Account #</u>	<u>Telephone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LOCATION OF IMPORTANT PAPERS

<u>Location</u>	<u>Item</u>
	<i>Personal Information:</i>
_____	Birth Certificates
_____	Marriage Certificates
_____	Death Certificates
_____	Adoption Certificates
_____	Veteran's Discharge Certificate
_____	Divorce Documentation
_____	Legal Documentation Regarding Name Changes
_____	Nationalization Papers
_____	Passports
_____	Social Security Cards
_____	Driver(s) License(s)
	<i>Asset Information:</i>
_____	List of all credit cards and account numbers
_____	Automobile Registration and Title Certificates
_____	Location of Safe Deposit Boxes and Key
_____	Location of Safes and Combinations
_____	If you have a right to exercise a power of appointment, provide details
_____	Life, Fire and Disability Insurance Policies
_____	Automobile, Boat and Plane Insurance
_____	Pension, profit sharing or other retirement or death benefit
_____	Passwords for digital assets
_____	Stock Certificates
_____	Bonds
_____	Bank Statements / Bank Books
_____	Deeds for Real Property
_____	Copy of Mortgages / Lease
_____	Copy of Promissory Notes and Loans Owed to You
_____	Listing of individual who you owe money
_____	Country club, yacht club and other memberships
_____	Fraternal and trade societies with benefits provided
_____	List names of people to whom you owe money and terms
	<i>Tax Information:</i>
_____	Last 4 years Federal Income Tax Returns
_____	Last 4 years State Income Tax Returns
_____	Copies of Internal Revenue Service Audit Documentation
_____	Copies of State Tax Board Audit Documentation