May 2026

EXECUTOR CHECKLIST

Successfully Carry Out Your Appointed Duties

Brogan Financial
WEALTH MANAGEMENT + RETIREMENT PLANNING

Settling the affairs of a loved one who dies is an important responsibility that requires time, patience, and a certain amount of organizational skills.

An executor is charged with sorting out the finances, paying debts, and dividing what remains among beneficiaries. It can be an overwhelming and emotional process, but having a clear roadmap can help keep you on track.

To help you successfully carry out your appointed duties, we have prepared this ***Executor Checklist*** outlining an overview of responsibilities and a timeline. This document serves as a guide and may not be complete depending on your individual situation. Please seek the advice of an attorney, accountant, appraiser, or other professional who can provide expertise during the process. Please be advised that this document is not intended as legal advice and you should consult with an attorney concerning any legal questions you may have.

If you have questions or would like additional information, please call 865-862-6800 to speak with a Brogan Financial Advisor or Team Member.

Warm regards,

IMMEDIATELY:

☑ Handle all arrangements for final disposition.

There are two types of Certified Copies of Death Certificates that are issued:

WITH CAUSE OF DEATH SHOWING

The following normally require the cause listed:

- Life Insurance
- Employee Benefits: pension, annuities, 401K's
- Auto Insurance (only if this was cause of death)
- Personal Records: a copy for the family

WITHOUT CAUSE OF DEATH SHOWING

The following normally do not require the cause listed:

- Social Security (if spouse or minor child is to claim death benefit)
- Veterans Administration (if eligible for death benefits)
- Title Transfers (real estate, titles of vehicles, boats, etc.)*
- Banking (checking, money market, safe deposit, credit cards)*
- Financial Advisors
- Income Tax (will not accept with the cause of death listed)
- Probate Courts (will not accept with the cause of death listed)
- Homestead Exemption (will not accept with the cause of death listed)*
- Utility Companies (water, electric, cable, phone, etc.)
- Cell Phone Account

☑ Locate the Will.

You may need to contact the personal representative (if applicable) and/or an attorney. A valid Will must be filed with the probate court (in the county of residence) within ten days of the date of death. Filing can be done in person or by mail.

☑ Pay bills.

Pay bills that may be delinquent or due within a few days, such as utility bills, secured loans, and car payments. A refund may be due on loan payments if there is insurance coverage on the unpaid balance.

*The Bank, DMV, and Homestead will make a copy of the Death Certificate. Please note that these may vary by state.

WITHIN 30 DAYS:

Keep a phone log of business conversations.

This will help in remembering who you talked with and what the outcome was. The log should include the date, the person's name, and a brief summary of the conversation.

Prepare and send acknowledgment cards.

Thank those that sent flowers, memorial donations, food, or spiritual remembrances.

Notify insurance companies or an insurance agent.

Request and file appropriate forms for:

- Life
- Health
- Medical
- Supplemental
- Prescription drug plans
- Disability
- Travel and accident
- Homeowner's
- Automobile

(Please note that you may also consider changing the beneficiaries on your policies at this time.)

Notify any retirement benefits.

Notify Social Security.

Notify the Social Security Administration of the death after the arrangements are made. If checks are a direct deposit, notify the bank of the death. Social Security is paid in arrears – the check you get for this month is for last month. A $255.00 death benefit is payable to a surviving spouse or a minor child only. Other follow ups may be necessary to change or apply for benefits. The toll free number is 1-800-772-1213. The best times to call are 5PM or 7AM EST.

Notify sources of any other pension benefits.

- Previous employers' worker compensation
- Veterans Affairs

WITHIN 60 TO 90 DAYS:

☑ Meet with your financial representative(s) and/or investment specialists.

Start the process to change ownership, beneficiary designations, and the tax identification number on accounts.

☑ Notify your bank(s).

Start the process to change ownership and the tax identification number on accounts, if necessary. Remember to leave one joint checking account open for at least one year to handle any payments or checks that may be payable to the deceased.

- Savings, checking, money market, and CD accounts should be reviewed.
- Inquire about mortgage loans, installment loans, and credit card accounts. Each lending institution may have a different policy with regard to changes due to death. Also check these accounts for any possible credit life insurance policy that may exist that would pay off the unpaid balance.
- Review who the authorized parties are on safe deposit boxes and make appropriate changes.
- Cancel any direct deposits, if necessary.
- Update IRA accounts, if necessary (title, beneficiaries, etc.).

☑ Notify all other credit card companies.

- Look at your monthly statement. The 1st name on the statement is the person who has the credit. The 2nd name on the statement is an authorized user of the 1st person's credit. If you call and tell them the person passed away, there is a good chance they will cancel the account and NOT give the credit to the 2nd person.
- Inquire about credit life insurance coverage on unpaid balances.
- Cancel all individually held cards of the deceased or transfer the account to the survivor, if possible.
- Inquire as to their procedure for jointly held accounts.

☑ Real estate holdings held jointly.

- Record death certificate (without cause of death) and a [STATE] Affidavit of No Estate Tax Due at the courthouse of the county of residence and is issued by The [STATE] Department of Revenue in response to the filing of the preliminary notice and report.
- File for Widowed Person's Homestead Exemption. (File with the County Tax Assessors office.)
- Transfer automobile registration. The procedure may vary depending on the existing registration. Usually a death certificate is required.

WITHIN 6 MONTHS:

- ☑ **Cancel the drivers license of the deceased.**

- ☑ **Review or complete a Living Will or Living Trust for yourself.**

OTHER ITEMS TO CONSIDER:

- ☑ **Notify accountant or tax preparer and collect all necessary documents.**

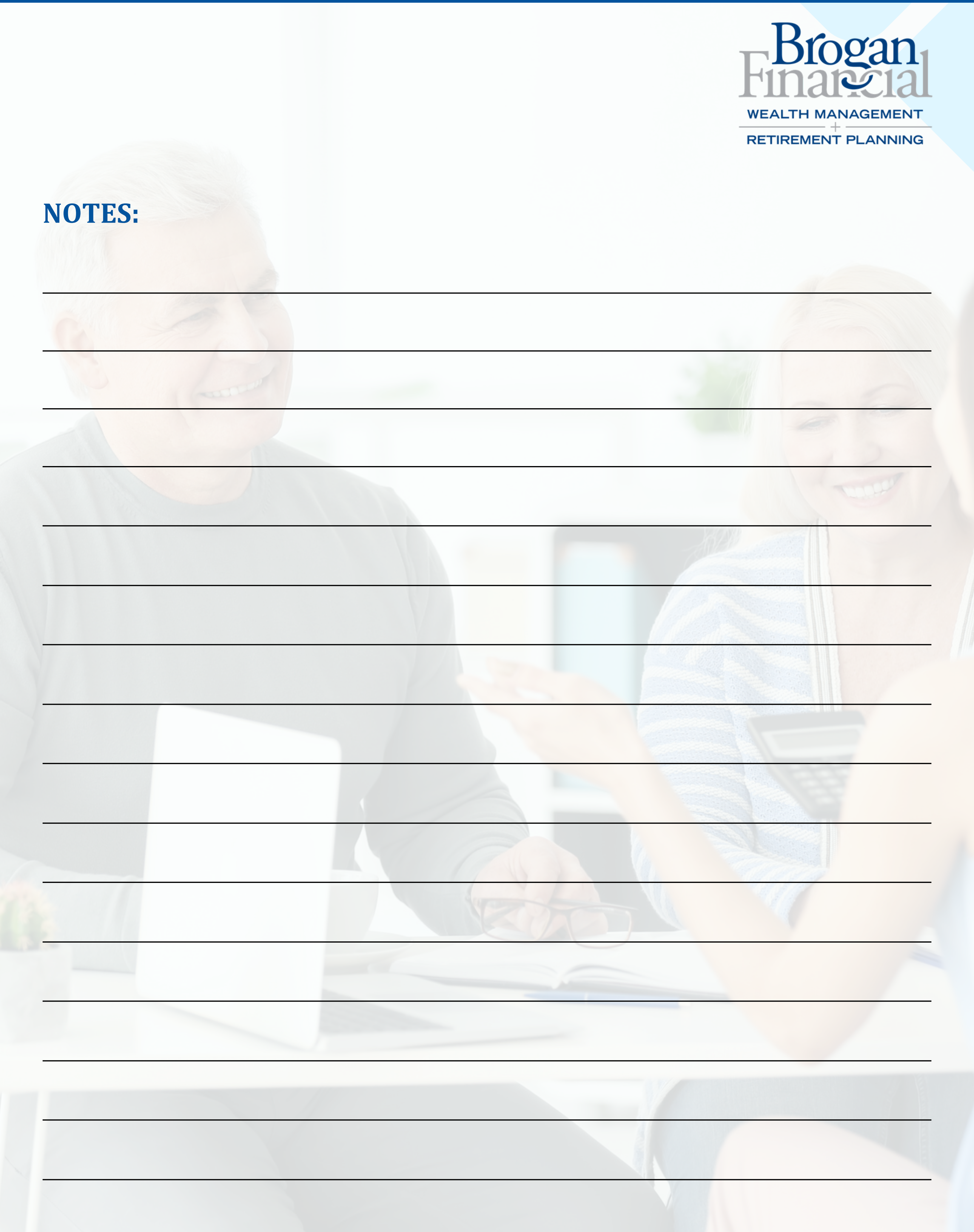
- ☑ **Filing of taxes for estate.**

If you are handling yourself, the following items might be helpful:

- Federal estate tax return is Form 706
- Check if there is an estate or inheritance tax applicable in the deceased's state of residence.
- Collect all income tax documents (1099 forms, W2 forms, charitable contribution receipts, medical payment receipts).
- IRS offers a booklet, Publication 559, called "Information for Survivors, Executors, and Administrators". To order IRS forms, call 1-800-829-FORM.

OTHER TIPS:

- Do not throw anything away if you are unsure.
- Keep a joint checking or savings account open for at least one year.



NOTES:

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Learn more about the fundamental principles that can help you successfully plan and save for your retirement years by signing up for Brogan Financial's E-Newsletter. You will receive financial planning tips and retirement saving strategies in an easy-to understand and informative series of messages directly to your inbox twice a month. Start taking hold of your financial future, and sign up now at www.broganfinancial.com.

2160 LAKESIDE CENTRE WAY, SUITE 102
KNOXVILLE, TN 37922

PHONE: (865) 862-6800
WWW.BROGANFINANCIAL.COM