ESTATE ADMINISTRATION WORKSHEET

Completed by: ______________________________________ Date: __________________

INFORMATION ABOUT DECEDENT

Full legal name: ____

Residence address: ____

Date of death: ____________________ Date of birth: ______________________________

Social Security number: ____

Name of spouse: ____

Spouse's Social Security number: ____

If deceased, spouse's date of death: ____

Was a federal or state estate tax returned filed in spouse's estate? ____________________

Did Decedent have a domestic partner? _________. If Yes: ☐ Registered ☐ Unregistered

Name: ____

Address: ____

Did Decedent ever receive MaineCare (Maine Medicaid) benefits? Yes ☐ No ☐

INFORMATION ABOUT PERSONAL REPRESENTATIVE:

Full legal name: ____

Mailing address: ____

Phone: home: _________________ work: _________________ cell: ____________________

Social Security number: ____

Email address: ____

DECEDENT'S CHILDREN (AND DESCENDANTS OF ANY DECEASED CHILDREN)

Full legal name	*Date of birth*	*Date of death*	*Mailing Address*

OTHER HEIRS, BENEFICIARIES, AND DEVISEES NAMED IN WILL

Full legal name	*Date of birth*	*Mailing Address*	*Relationship to Decedent*

ASSET INFORMATION: (List estimated value of each asset and indicate if jointly owned)

REAL ESTATE (Provide copies of deeds and leases and recent property tax bills, if available)

Location	*Deed reference*	*Tax Map/Lot*	*Estimated value*	*Mortgage*	*Co-owner*

BANK ACCOUNTS

Bank	*Account #*	*Approximate balance*	*Co-owner*

STOCKS, BONDS, MUTUAL FUNDS

Broker	*Account #*	*Approximate balance*	*Co-owner*

LIFE INSURANCE ON DECEDENT'S LIFE

Insurance company	*Policy #*	*Policy amount*	*Owner of policy*	*Beneficiary*

LIFE INSURANCE OWNED BY DECEDENT ON LIFE OF ANOTHER PERSON:

Insurance company	*Policy #*	*Policy amount*	*Insured*

ANNUITIES:

Company	*Policy #*	*Policy amount*	*Beneficiary*

RETIREMENT ACCOUNTS: (IRA, 401(k), etc.)

Account administrator	*Account #*	*Approximate balance*	*Beneficiary*

VEHICLES, BOATS, PLANES:

Make / Model / Year	*Approximate value*	*Co-owner*

OTHER TANGIBLE PERSONAL PROPERTY (Collections, antiques, art work, farm equipment, jewelry, furniture, etc.)

Description	*Approximate value*	*Co-owner*

Does Decedent have ownership in a business (sole proprietorship, corporation, partnership, LLC?)

____

____

Was Decedent the grantor or beneficiary of any trusts? __________________________

____

Did Decedent own any property located outside the State of Maine? __________________

____

Did Decedent have access to a safe deposit box? Yes ☐ No ☐
If yes, location: ____________________ Co-owner:____________________

Other assets: ____
____

GIFTS

Did Decedent make any gifts **of more than $14,000 per person** during the 12 months prior to death? ________. If yes, approximate amount of gifts, if known: $____________________.

Did Decedent make any taxable gifts during life? ________. If yes, please provide copies of all gift tax returns.

DEBTS AND OBLIGATIONS

Funeral expenses: ____________________

Medical bills: ____________________

Credit card bills: ____________________

Other loans: ____________________

Charitable pledges: ____________________

PROFESSIONAL ADVISORS

Accountant: ____________________

Trust Officer: ____________________

Other Bank Officer: ____________________

Insurance Advisor: ____________________

Stockbroker: ____________________

Other advisor: ____________________

DOCUMENTS TO BRING TO INITIAL MEETING (if available):

- Original Will
- Death Certificate
- Any trust documents of which Decedent was grantor or beneficiary
- Account statement for each of Decedent's accounts
    - Bank accounts and certificates of deposit
    - Brokerage accounts
    - IRA, 401(k), or other retirement account
- Life insurance policies
- Annuity policies
- Brokerage statements
- Stock certificates
- Vehicle title documents
- Boat or plane title documents
- Copies of deeds or leases for real estate
- Divorce documents (if applicable)
- Information about any closely-held business, partnership, corporation, or LLC
- Income tax return for last tax year
- Any gift tax returns filed by Decedent
- Estate tax returns filed in spouse's estate (if applicable)
- Promissory notes or other documents related to amount owed to Decedent
- Any information about charitable pledges
- Funeral bills
- Other bills or documents related to amounts owed by Decedent

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