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GETTING ORGANIZED SUMMARY CHECKLIST

See page 2 for important information to locate and save and a list of folder names to create and store this information in.

1. **WHOM TO CONTACT**

- Social Security Administration
- Spouse's employer – Human Resources Department
- Life insurance companies
- Financial institutions
- Attorney
- Accountant
- Financial Advisor

2. **DETERMINING ASSET VALUE**

- Review all bank and investment account statements.
- Obtain certified appraisals of real property.
- Obtain certified appraisal of family owned or closely held businesses.
- Review Forms 712 for value of life insurance policies.
- Obtain appraisal of personal property/collectibles.
- Determine Date of death value of stocks – review newspaper financial section.

3. **DETERMINE IMMEDIATE LIABILITIES**

- Funeral, cemetery & burial expenses.
- Mortgage payments.
- Home equity loan payments.
- Utilities.
- Food and clothing.
- Car payment.
- Car maintenance and repairs.
- Installment loans.
- Medical expenses.
- Credit card debt.
- Taxes (federal, state, property).
- Insurance premiums (Homeowners, Life, Health, Disability, Car).
- Miscellaneous expenses (entertainment, education, pets, gifts, charity, club memberships, professional fees, etc.).

4. **IDENTIFY CASH FLOW SOURCES**

- Bank, brokerage or other accounts that you owned individually or jointly with your spouse.
- Salary.
- Social Security.
- Pension benefits from your spouse.
- Annuity payments.
- Rental income.
- Insurance income.
- Investment income (interest and dividends).
- Proceeds from the sale of an asset.





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FOLDER NAME	CONTENTS TO STORE IN FOLDER
Death Certificate	15 certified copies.
Life Insurance	Copies of ALL insurance policies and Forms 712.
Estate Planning Documents	Last Will and Testament, Trust, Personal Property Memorandum.
Beneficiaries	The name, address, telephone number, and social security number of each family member and beneficiary.
Military Records	All military records including honorable discharge papers showing branch of service, dates of service and rank.
Tax Returns	Last two years income tax returns (federal, state, and local) and all gift tax returns.
Real Estate	Deeds, mortgage statements, lender's name & address, current value, property tax bills, appraisal.
Bank Accounts	Statements containing bank name & address, account number, account type, balance, and title-holder.
Investment Accounts	Statements containing name of fund or brokerage house, stocks in the account, number of shares, date purchased, purchase price, title and current value.
Stocks and Bonds	Actual stock certificates and bonds or bond statements.
Closely held business interests	All documents relating to closely held business, such as its name, the names & addresses of all officers or partners, Articles of Incorporation, Partnership Agreement, or Operating Agreement, tax returns, and any buy/sell agreements.
Retirement Plans	All documents relating to any IRAs, 401(k)s, or other qualified or non-qualified retirements plans.
Debts	Credit card statements, medical bills, personal loans, vehicle loans, mortgage loans, or other debt of your spouse.
Expenses	Copies of invoices, bills and receipts relating to funeral expenses, accountant fees, attorney fees, appraisal expenses and other estate administrative expenses.