

SUCCESSOR TRUSTEE'S INITIAL RESPONSIBILITIES

You, as successor Trustee, are empowered to wind up your loved one's affairs and distribute trust assets. Also, your loved one's will, which appoints you as personal representative, gives you authority to conduct business on behalf of your loved one's estate.

Here is a list of the important things for you to do in the first few weeks following your loved one's death:

- ❑ Obtain certified copies of your loved one's death certificate (your funeral director probably will do this for you).
- ❑ Secure valuables from your loved one's residence and place of business and store them safely. Don't distribute the assets until we have determined if they need to be valued.
- ❑ Change the locks on your loved one's residence and/or place of business.
- ❑ Make certain that fire, property and casualty insurance coverage continues on personal effects, automobiles, real estate, and any goods in storage.
- ❑ Gather personal records, including your loved one's checkbooks and bank accounts, investment accounts, insurance statements and tax returns for at least three years.
- ❑ Gather all life and accident insurance policies; don't forget to check travel clubs, alumni associations, trade associations, and any other organization that might make life insurance available to its members.
- ❑ Arrange to have your loved one's mail forwarded to you.
- ❑ Determine if any immediate expenses need to be paid.
- ❑ Inquire about utilities (gas, electricity, telephone) and take the appropriate steps to turn them off, if appropriate.
- ❑ Cancel your loved one's charge accounts, credit cards, and magazine subscriptions and ask for refunds, if applicable.
- ❑ Contact individuals who owe money to your loved one and arrange for continued collection of those funds.
- ❑ Contact the Social Security Administration, and the Department of Veterans' Affairs, if applicable.
- ❑ Hold any Social Security benefits received after your loved one's death.
- ❑ If your loved one had a Disabled Person Parking Placard issued by the Department of Motor Vehicles, return the placard to the DMV.
- ❑ Check your loved one's records to find his or her digital assets — i.e., Facebook account, Amazon.com account, etc., and take steps to close those accounts.

