

90 day Inventory checklist

Bank & Brokerage Accounts (joint or sole owned)

- ~ statement for the month of death
- ~ all statements since the month of death for sole owned accounts until closed
- ~ signature cards for joint accounts

Estate Account

- ~ all statements from the day the account was opened to present
- ~ front and back copies of all cancelled checks
- ~ explanation for all deposits such as copies of deposit slips and check stubs. We need to be able to show where all money came from. If a deposit of several checks was made at once, please break out the individual amounts.

Stocks and bonds (joint or sole owned)

- ~ name of company and number of shares (we will get values from internet) (a recent dividend statement will suffice)
- ~ if liquidated, copy of check
- ~ if not liquidated, to whom transferred
- ~ copy of any statements you have received for dividends or from a brokerage

Personal Property

- ~ copy of title and value of all vehicles (internet blue book at kbb.com is fine)
- ~ estimated value of household furnishings, clothing, jewelry etc. based on what you could get at an estate or yard sale. No need to itemize each item.

Promissory Notes

- ~ copy of promissory note or IOU and amortization schedule.

Small Business Interest

- ~ copy of operating agreement or by-laws
- ~ copy of most recent tax return for the business and K-1 for the decedent

Life Insurance

- ~ how much was received and by whom
- ~ if the estate is taxable, please request an IRS form 712 from the insurance company

IRA's

- ~ statement from the month of death
- ~ who was beneficiary

Tax returns

- ~ copies of last year's state and federal returns

Funeral Receipt

- ~ copy of paid in full funeral receipt

SSN of all beneficiaries