Law Office of Colleen White
Estate and Trust Administration

Significant Document List

1. All signed copies of the decedent's wills and codicils, death certificate and obituary notice.
2. Decedent's military identification number and V.A. identification number, if any. Dates of military service, branch of service, and certificate of discharge or separation from service.
3. Income tax returns for the last 3 years for decedent and decedent's spouse and decedent's business or any partnership or trust in which the decedent was a beneficiary, partner or trustee. State of Florida intangible tax returns (if any) for the last years for the decedent and decedent's spouse; declaration of estimated tax due (IRS Form 1040 ES) for the year of decedent's death, if filed; all gift tax returns (IRS Form 709) ever filed by decedent or decedent's spouse.
4. Titles to all automobiles, boats, airplanes or other vehicles registered in the name of the decedent or decedent's spouse. If subject to a lien, the loan number, payment book, and name and address of each lien holder.
5. General description of all personal property owned by decedent or decedent's spouse, including livestock, farm products, jewelry, household goods, and personal effects. With respect to jewelry, household goods and personal effects, itemize only those items of considerable value ($1,000 or more) with the balance being lumped under general description.
6. Copies of all trusts created by or for the benefit of the decedent or decedent's spouse. Inventory or valuation of each trust, copies of wills, trusts, state and federal inheritance and estate tax returns, and audit adjustments, and orders or reports of distribution for estates of persons from whom decedent inherited property within 10 years prior to decedent's death.
7. Original stock certificates, bonds (except bearer bonds) including Series E Savings Bonds, mutual fund certificates or statements, and all brokers' statements for the past 3 years.
8. Certificates of deposit, savings passbooks or statements and checking account statements and cancelled checks for the 12 months preceding death and for the month of death (when received) and subsequent month. The checkbook stubs for each account on which the decedent was a signatory, whether joint or individual. Copy of the most recent financial statement available for decedent and decedent's spouse.
9. Life insurance policies or certificates of group insurance, health or disability insurance policies of certificates.
10. Homeowner's, property, fire, jewelry, auto casualty, liability, theft and miscellaneous property insurance policies.
11. Real estate and tangible personal property tax receipts for the last 3 years (if any). Deeds, contracts for deed, title insurance policies, surveys, and contracts for purchase and sale of real estate in which decedent has an interest.
12. Notes, mortgages and security agreements payable by decedent.
13. List of debts owed by decedent, including funeral bill and available last illness expenses, hospital bill, doctor bills and all other debts owned by decedent, including information regarding the name and address of the person to whom the debt is owed, when the debt is due, whether interest is accruing on the debt, and the amount.

14. Notes, mortgages, security agreements, and other debts payable to the decedent or in which the decedent had an interest, and records of payment for the past 3 years together with the name and address of the debtor, the amount of the debt, the manner in which it is payable, and any interest which it may bear.
15. Financial statements and tax returns of businesses and partnerships and any other items relating to the value of and income of such businesses and partnerships.
16. Agreements to which decedent and decedent's spouse was a party. For example, leases, partnership agreements, buy-sell agreements, employment agreements, stock purchase agreements, stock options, pension agreements, profit sharing plans, annuities, franchises, patents, copyrights and other such agreements.
17. Decedent's occupation at date of death, the name, address and telephone number of the employer, and the person to contact concerning any death or survivor's benefits available. If the decedent was self-employed, decedent's trade name, business address, telephone number, and federal tax employer identification number for the business. Furthermore, copies of financial statements for the past 3 years for the business. If retired, give decedent's former occupation, employer and nature of business.
18. Marriage certificate, birth certificate for decedent and decedent's children (if any), dissolution of marriage judgments, property settlement agreements, the date and place of decedent's marriage to and name, address, age and social security number of decedent's surviving spouse and for any prior spouse, including date of termination of prior marriage and whether terminated by death or divorce.
19. Name, address, age, date of birth, marital status and social security number of all children ever born or adopted by decedent, whether presently living or not, and if not living, death certificate for deceased child and all contact information for the living children. If the decedent was married more than once, indicate the parent of the other child or lineal descendant.
20. All club, fraternal, and lodge memberships of the decedent.
21. Names and addresses of all hospitals in which the decedent was confined in the last 3 years. Names and addresses of decedent's personal physicians and the physicians that attended the decedent during the decedent's last illness.