

EXECUTOR: TO DO LIST

DOCUMENT	LOCATION	COMMENTS
Will (Original)	[insert name and address of Solicitors]	[you could insert the contact name you dealt with and the reference number of the Will]
Will (Copy)	[insert location of Will copy]	
All Bank Details	[insert location of Bank Details]	
Letters	[insert location of any personal letters to family and friends]	
Important Documents	[insert location of important documents; life insurances, pensions etc.]	
Cash Envelopes	[insert location of cash envelopes for Executor expenses]	

TO DO

ACTION	COMMENTS	COMPLETED (✓)
Locate Will (see Document Location table above)		
Note any special instructions as per the Will		
Apply for 'Grant of Probate' (£215 approx)	Money in cash envelope	
Plan Funeral as per wishes (see Will)		
Obtain Death Certificate	[the recommended minimum is to obtain 5 copies, it is best to order these when ordering the original death certificate] Money in cash envelope	
Freeze all bank accounts and seize control of all properties	See Bank Account List [ensure you do a list of all bank accounts with account numbers, sort codes, contact details etc.]	
Keep Assets safe until allocated to beneficiaries		
Locate any cash in property, important documents, insurance policies, identification, pensions etc	See Document Wallet	
Conduct inventory and appraisal of assets		

ACTION	COMMENTS	COMPLETED (✓)
Notify beneficiaries of their interests		
Notify Others of death	Banks, Employer, Insurance companies, utility providers, mortgage company, creditors etc.	
Redirect or forward any mail (if necessary)		
Locate ongoing payments or debts		
Cancel all ongoing payments, subscriptions and credit cards	See document wallet for full list	
Pay all outstanding debts and bills		
Open Estate Bank Account		
Claim Life Insurances; Mortgage Insurance, Pensions, any outstanding wages, money owing to deceased		
Pay Funeral Bill		
Sell Assets (if applicable)		
Pay any outstanding fees		
Claim Executor fees / expenses	Keep all receipts	
Distribute Estate and gifts as per Will		
Close Estate: Maintain, file records, receipts and evidence of disbursements.	Keep records, receipts and evidence for 12 years	
Inform Beneficiaries of final report including what was collected and disbursed by the Estate		
Close Estate bank account once everything has been paid and disbursed to beneficiaries		