



# Will Executor Checklist

1. Draw up details of how the estate has been divided
2. Inform next of kin, family and heirs of the death and that you are the executor
3. Appoint a solicitor
4. Obtain the will and carry out instructions
5. Register the death and possibly assist with funeral arrangements
6. List and secure assets
7. Gather paperwork and personal effects
8. Gather financial documents
9. Locate all insurance and investment documents
10. Find all bills, especially those unpaid
11. Collect all tax records and related paperwork
12. If necessary, collect all business-related documents
13. Check if probate is necessary
14. Complete a tax return
15. Pay off outstanding debts
16. If needed, advertise in newspapers to locate heirs or creditors
17. Distribute per the will
18. Set up a bank account for dealing with the estate