ESTATE ADMINISTRATION TIMELINE

Date of Death

2-4 Weeks Later

2 Months

6 Months

9 Months

Prior to Due Dates

1 Year and 3 Months

1 Year and 9 Months

2 Years

Date of Death
- File Will
- Secure All Property

2-4 Weeks Later
- Accept Fiduciary Nominations
- Inventory Assets
- Begin Title Searches
- Review Legal Documents
- Open Operating Account
- File Notice of Trust
- Serve Trust and Nomination Acceptance on Beneficiaries
- Obtain Tax ID Numbers

2 Months
- File Probate if Required
- Access Safe Deposit Box
- Request DOD Asset Values
- Appraise Assets
- Re-Title Accounts
- Address Creditor Issues
- Update Entity Records, and Address Governance, if required
- Address IRA's and Determine if RMD taken
- Determine Investment Policies
- Address S-Corp or ESBT Elections
- Address Homestead
- Address Fiduciary Fees

6 Months
- Waive or Calculate and Document Fiduciary Fees
- Obtain Administrative Expenses for Deduction on Tax Returns
- Address Disclaimers
- Consider alternate values
- Tax Planning
- Estimate Federal & State Estates Taxes

9 Months
- Consider Partial Distributions and Distribution Planning Considerations
- Disclaimer Deadline
- 706 and State Estate Filings or Extensions
- Consider Allocation of Deductions Between Entities

Prior to Due Dates
- Income Tax Returns
- Fiscal Year Planning
- Tax Planning

1 Year and 3 Months
- File 706 on extension, if applicable

1 Year and 9 Months
- Distribution Planning

2 Years
- Tax Returns
- Address Final Accounting, or Waivers
- Plan of Distribution
- IRS Closing Letter
- Close Probate
- Final Distribution and Trust Funding
- Income Tax Planning

JOSEPH C. KEMPE
PROFESSIONAL ASSOCIATION
ATTORNEYS AND COUNSELORS AT LAW

Decedent's Name: *E/O John Doe*   File Number: *999.800*