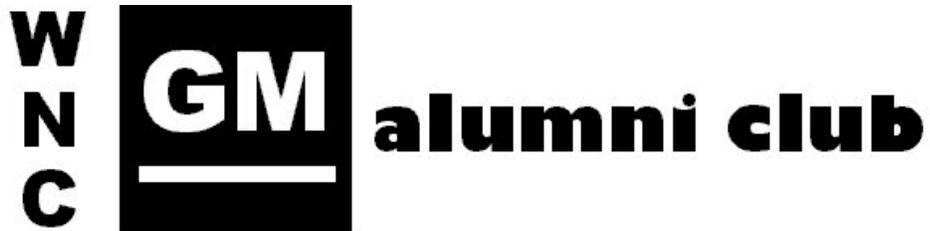


Executor/Survivors Guide



What My Family Should Know - An Executor/Survivor's Guide

Most of us are efficient in our daily lives. We keep meticulous records in our respective businesses and professions. We are responsible for and considerate of our families and friends. Yet most of us leave completely inadequate and incomplete records of our economic and personal affairs when we die. When your estate is to be settled, there are many questions that must be answered. This guide, "What My Family Should Know," is designed to enable you to record the necessary facts for your family, your attorney and your executor.

We suggest that you complete and place it in a safe place so it will be there for possible revisions by you and for later use by your family.

A few minutes spent in reading the next few pages will certainly be worthwhile to you and your family.

Just knowing that this information is readily available, concisely but simply written, will increase the value of your guide.

The main purpose of the following sections is to highlight certain benefits that are available as well as to identify the many decisions that face the survivor. We hope that in addition to guiding your own family as to your wishes you may be able to help a friend or relative who has not had the foresight to prepare.

SOCIAL SECURITY BENEFITS

Social Security is a form of insurance that plays a very important part in estate planning. Most of us are entitled to some form of these benefits. But it is important to realize that Social Security benefits are not paid automatically. You must apply for these benefits on special forms, and certain documents must be furnished at that time. These forms and documents, listed below, must be furnished within a specific time limit.

How To Claim (Documents You Need)

1. Social Security Proof of Death
2. Social Security Card for Deceased
3. Copy of Marriage Certificate
4. Birth Certificate of Applicant
5. Birth Certificate of Deceased
6. Birth Certificates of minor children
7. Disability Proof for children over 18
8. Proof of support if applicant is parent or husband

Death Benefit

A lump sum will be made to the surviving spouse if he or she was living in the same household with the insured person at the time of death. If no qualified spouse survives, the payment can be made only to eligible children.

Survivor's Payments

If an insured person dies, the widow, dependent widower, children and dependents parents of that person may be eligible for monthly survivor's payments. Contact the social security office near you for additional facts and information. To find out the current status of your social security account, use the attached post cards. This information should be obtained at least once every three years. Additional cards can be obtained by calling your local Social Security Administration Office, listed in your telephone book.

Veteran's Benefits

Veterans' survivors are entitled to many burial related benefits. However, these benefits will not be paid automatically. Claims for Veterans' benefits must usually be made within two years from the date of final interment.

If the deceased was an honorably discharged veteran from the Air Force, Army, Navy, Marines, or Coast Guard, you are entitled to:

1. A burial allowance limited to \$300 for expenses for burial and funeral of the deceased. This allowance will be paid only for veterans who were entitled to receive a Veterans Administration pension or compensation.
2. An allowance of \$150 payable towards the burial plot expenses of a Veteran who is not buried in a national cemetery.
3. A burial flag that can be given to next of kin or friend of deceased.
4. Bronze Memorial or headstone.

Veterans benefits are frequently altered and revised. There may also be Veterans benefits from your county. To determine your eligibility or to file your claim, contact your local Veterans Administration or write: Veterans Administration, Washington, D.C. 2042 1. Toll Free Number 800/827-1000. How to File A Claim for Veteran's Benefits

The following forms must be submitted:

1. Veteran's Discharge Papers
2. Certified copy of Death Certificate
3. Copy of Marriage Certificate
4. Birth Certificate of minor children
5. Receipted itemized funeral bill

Wills

Everyone needs a will! A will is one of the finest protections you can give to those special people in your life ... a husband or wife, children, relatives, good friends or a special charity.

An up-to-date will is the only way that you can control the distribution of your property at death. Otherwise, the state takes over and your property is distributed according to established laws of succession. Your lawyer will help you write your will tailored to your exact wishes. If you have not had a will drawn up, we urge you to do so as soon as possible.

Life Insurance Policy List

Each company requires a certified copy of the death certificate when application is made for life insurance benefits.

Company	Location	Policy No.	Amount
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Agent	Phone Number	Primary Beneficiary
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Company	Location	Policy No.	Amount
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Agent	Phone Number	Primary Beneficiary
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Company	Location	Policy No.	Amount
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Agent	Phone Number	Primary Beneficiary
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Accident And Health Insurance

Company	Location	Policy No.	Covered
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Agent	Phone Number	Primary Beneficiary
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Company	Location	Policy No.	Covered
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Agent	Phone Number	Primary Beneficiary
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Company	Location	Policy No.	Covered
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Agent	Phone Number	Primary Beneficiary
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Property Insurance List

Company	Location	Policy No.	Property Covered
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Agent	Phone Number	Primary Beneficiary
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Company	Location	Policy No.	Property Covered
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Agent	Phone Number	Primary Beneficiary
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Company	Location	Policy No.	Property Covered
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Agent	Phone Number	Primary Beneficiary
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IMPORTANT: Do not keep this Planning Guide in your safety deposit box. After a death, the safety deposit box is usually sealed and cannot be opened unless the executor or administrator of the estate has been appointed or in the presence of an inheritance Tax Department representative.

When a Loved One Dies

A guide for handling estate, probate, and tax questions following the death of a family member

What do we do now?

The days following the death of a loved one are exhausting and confusing. It is a time when many questions arise that you probably never had to think about before.

Whom do we need to notify? What needs to be done to settle the estate? Where do we begin? Who can advise us?

Used as a starting point, this list will help take some of the confusion out of what needs to be done. Of course, not all of the following will apply in every case.

People to notify

- Clergy
- Funeral Home
- Immediate Family
- Close Friends
- Power of Attorney
- Business Associates
- Attorney
- Accountant
- Trustee or Successor Trustee
- Employer's Personnel Department
- Insurance Agent/Company
- Credit Card Companies
- Landlord
- Veterans Administration (for burial payment)
- Social Security Administration
- Bank
- Investment Broker
- Civil Service (if employed in civil service for more than 18 months)

Documents to Gather

- Death Certificates
- Will & Codicils
- Marital Property Agreement
- Trust Agreements & Amendments
- Business Agreements
- Life Insurance Policies
- Copies of last year's income tax returns
- Copies of prior years' gift tax returns

Review

- Investments for appropriate strategies and beneficiary designations if any.
- Checkbook for insurance premiums paid, clues to assets, location of safe deposit box
- IRA & retirement plans for beneficiary designations
- Insurance policies for home, autos, & personal property (Don't unknowingly let coverage lapse!)

Tasks to Complete

- Secure home & personal property from theft and vandalism
- Locate assets
- Check for credit life insurance on installment debt
- Inventory contents of safe deposit box
- File the Last Will with the Probate Court within 30 days
(states have different deadlines; check your state for the deadline)

What about Probate?

Probate is the procedure by which a person's property is distributed to his or her legal heirs after payment of debts, taxes, or other claims. Not all property must be probated.

The following is a list of types of property which are not usually subject to probate:

- Insurance proceeds
- Annuity policies
- Pension & profit-sharing plans
- IRA accounts
- Assets held jointly with right of survivorship
- Payable-On-Death accounts
- Trust accounts

What happens during Probate?

The validity of the will is determined. A personal representative is appointed. Assets are appraised and inventoried. Taxes, claims, and debts are paid. Income tax, fiduciary income tax, gift, and death tax returns are filed, if required. Assets are then distributed to the heirs and accountings are filed with the Court. The Probate Court judge, or the Register in Probate, reviews all documents filed for accuracy and completeness.

What about taxes?

If the gross estate plus taxable lifetime gifts is larger than the amounts shown in the following table, federal estate taxes may be due, and a federal estate tax return will need to be filed.

Year	Amount
2001	\$ 675,000
2002	\$ 700,000
2003	\$ 700,000
2004	\$ 850,000
2005	\$ 950,000
2006	\$1,000,000

Local death taxes vary according to the state of residence. An accountant should be able to assist you in identifying what local and state taxes are required.

Besides personal income tax returns for the year of death, the estate itself may be required to file federal and state fiduciary income tax returns on the income it receives from the date of death until the probate process is complete.

If the deceased made gifts of more than \$10,000 to any individual (other than to his or her spouse) in the year of death, a federal gift tax return must be filed.

Contact your attorney, accountant, and financial advisors as soon as possible after the death of a family member. Delay can result in the loss of important post-mortem tax planning opportunities.

87 THINGS THAT MUST BE DONE BY THE SURVIVOR

The main purpose of this document is to call attention to the 87 decisions* that must be made by a survivor after a death. By making these important decisions now, you can minimize the emotional strain that will be placed on your survivors.

* *Indicates details that can be planned or pre-paid ahead of time*

A) Secure Vital Statistics (Required for burial permit.)

1. * Name, home address and telephone no.
2. * How long in State
3. * Name of business, address and telephone no.
4. * Occupation and title
5. * Social Security No
6. * War Veterans Serial No.
7. * Date of Birth
8. * Place of Birth
9. * U.S. Citizen
10. * Father s name
11. * Fathers birthplace
12. * Mother's maiden name
13. * Mother's birthplace
14. * Religious name (if any)

B) Pay some or all of the following

15. * Family burial estate
16. * Memorials
17. * Funeral director
18. * Interment Service
19. Clergy
20. Florist
21. Clothing
22. Transportation
23. Telephone and telegraph
24. Food
25. Doctors
26. Nurses
27. Hospitals and ambulance
28. Medicine and drugs
29. Other current and urgent bills, mortgage or rent taxes, installment payments

C) Collect Documents (Required to establish rights for insurance, pensions, social security, ownership, relationship, etc.)

30. * Will
31. Legal proof of age or birth certificate
32. Social Security card or number
33. * Marriage license
34. * Citizenship papers
35. Insurance policies life (life, health and accident, property)

36. * Bank books
37. * Deeds to property
38. * Bill of sale of car
39. * Income tax returns, receipts or cancelled checks
40. * Veterans discharge certificate
41. *Disability claims
42. * Memorial Park Certificate of Ownership

D) Decide and Arrange Within a Few Hours

43. * Burial estate location and which space to open
44. * Memorial type and inscription
45. * Casket type
46. * Clothing for deceased
47. * Vault or sectional crypt
48. * Type of service (religious, military, fraternal)
49. * Special selection from scriptures
50. Clergy to officiate
51. Which funeral director
52. * Place where service is to be held
53. Time for funeral service
54. * Decide name of charitable organization to which donations are suggested in memory of deceased
55. Providing information for eulogy
56. Select names for pall-bearers
57. Flowers
58. * Music
59. Clothing for you and children
60. Preparation at home, including food for family and guests
61. Extra chairs
62. Transportation for family and guests, including planning funeral car list
63. Checking and signing necessary papers for burial permit
64. *Providing vital statistics about deceased to newspapers
65. * Providing addresses and telephone nos. for all interested people
66. Answering innumerable sympathetic phone calls, messages wires and letters
67. Meeting and talking with funeral director, cemetery representative, clergy. about all details
68. Greeting all friends and relatives who call

69. Arranging for meeting out-of-town relatives who arrive at airport or railroad station
70. Providing lodging for out-of-town relatives
71. Make list of callers and floral tributes sent for mailing card of thanks
72. * Arranging for special religious services
73. * Check Will regarding special wishes
74. Order death certificate
75. Look after minor children

E) Notify as soon as possible

76. The doctor or doctors
77. The funeral director
78. The memorial park
79. All relatives
80. All friends
81. Employer of deceased
82. Employers of relatives not going to work
83. Casket-bearers
84. Religious, fraternal, civic, veterans organizations, unions
85. Insurance agents (Life & Health & Accident)
86. Newspapers regarding notices
87. Attorney, accountant, or executor of estate

When Death Occurs Away From Home

Living in a society "on the move" has changed many patterns of American family life. Frequent trips by family members outside of their immediate communities are commonplace.

Retirement of the elderly to other climates, job transfers, and extensive vacation travel all cause separation of the family unit. The mobility of our society often creates urgent problems or emergencies which must be met by the entire family through long distance arrangements.

A death away from home is a family emergency which causes great concern.

Prior knowledge of what to do under these circumstances will relieve many burdens of the family who has the responsibility for making funeral arrangements.

Call the home town funeral director

When a death occurs away from home, an immediate phone call should be placed by a responsible person to the home town funeral director. This should be done regardless of where or when the death takes place.

The home town funeral director will know exactly what to do and can offer valuable counsel in assisting the family to meet the immediate needs of the emergency. Remembering this simple rule will often facilitate the decisions that must be made.

A death away from home will probably lead to additional expense. The amount of additional cost will depend on the circumstances and the services requested. The home town funeral director will explain these charges and advise you of the various alternatives available.

The funeral director's primary responsibility is to provide professional services, facilities, equipment and funeral merchandise.

Generally speaking, the casket should be selected from the funeral director who will be called upon to direct the funeral and provide the facilities necessary for the service. This will usually be the home town funeral director. He will act as your agent and counselor in dealing with the other professionals involved, which includes making the necessary arrangements to have the deceased appropriately transported to his funeral home.

Selection of a burial vault is another consideration for the family. The National Funeral Directors Association Code suggests that the family select the burial vault from the funeral director who will be responsible for arranging the interment. Selecting the vault from the funeral director serving at the place of burial will save the cost of transporting the receptacle, and will alleviate any unnecessary delay or confusion at the cemetery.

In addition to the primary considerations enumerated, there will be other aspects to consider that will require professional attention in returning the deceased to the place where the funeral will be conducted. The funeral director who will be directing the funeral will coordinate all essential activities with the other funeral director involved.

As you counsel with your funeral director keep in mind that he can best serve when there is complete understanding of cost. He expects those he serves to discuss cost frankly with him. A mutual understanding in this regard will ease the concern of the family and will enable the funeral director to serve better.

In summary, prior knowledge and forethought of what to do when a death occurs away from home can be very helpful to the family. The best advice is to call the home town funeral director immediately. He is professionally trained to counsel and assist with all necessary funeral details arising from the emergency.