

A HOW-TO GUIDE

Seven Steps to Handling Your Loved One's Estate



**HOW TO CLOSE OUT ACCOUNTS, NOTIFY KEY AUTHORITIES,
ACCESS DEATH BENEFITS, AND BEGIN THE PROBATE OR TRUST
ADMINISTRATION PROCESS AFTER THE LOSS OF A LOVED ONE**



The Law Offices of
KIMBERLY BUTLER RAINEN

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INTRODUCTION

About the Firm

At the Law Offices of Kimberly Butler Rainen, we focus our efforts on creating highly effective estate planning solutions that can meet all of your needs. We get to know who you are, what your needs are and what you hope to accomplish through your estate plan. We then generate a plan that is tailored to whatever specific needs you have. From Medicaid planning to special needs planning and traditional wills and trusts, we know how to help you.

Beyond estate planning, we also offer counsel on more immediate elder law issues such as establishing guardianships and conservatorships and assistance with trust administration, probate, and finding the financial resources necessary to assist a loved one in need of nursing home care. We can help you help your senior loved one with whatever difficulties he or she is facing.



Kim Rainen is a graduate of Clark University in Worcester, Massachusetts, and a cum laude graduate of New England Law / Boston, where she served on the law review.

Kim is a member of the Massachusetts Bar Association, and the Merrimack Valley Conveyancer's Association. She serves as Secretary for the Merrimack Valley Estate Planning Council, and for the Council on Aging Board for the Town of Andover. She has been an active volunteer for TomorrowNite, a gala event to benefit St. Jude's Children's Research Hospital, since 2011.

Kimberly Butler Rainen



CHAPTER I

Getting Started

Handling the estate of a loved one is a huge responsibility. Your loved one must have thought very highly of you to leave you with this important duty of overseeing his or her end-of-life affairs.

Yet along with the humbleness you may be experiencing right now, you might also feel stressed out, confused, and overwhelmed as you try to figure out the best way to administer your loved one's estate.

This uncertainty leaves a lot of questions unanswered, including: "Am I doing this right?" or "What if I accidentally choose something that goes against my loved one's wishes?" or "Will the other family members hold me responsible if they don't like the outcome of the will or final wishes?"

Our goal is to help you minimize the overwhelm and ease the burden of handling the estate so you can get back to what is most important remembering your loved one and celebrating their life.

Start With The Basics

The seven steps we outline in this guide are among the most important things you will need to know when handling a loved one's end-of-life affairs.

However, there may be additional steps your family will need to address to properly administer your loved one's estate. This will depend on your loved one's unique circumstances and the type of estate plan he or she had in place at the time of death.

Estate distribution involves quite a bit of paperwork, as well as the need to meet very specific, government-mandated deadlines. If mistakes are made during this process, or steps are missed, it can result in delays and financial difficulties for all involved.

It may be that hiring an attorney who specializes in probate and estate administration is the best way to ensure your loved one's affairs are handled in a timely and efficient manner. We are happy to provide your family with more information on this and answer all of your questions during a free consultation, which you can schedule now by calling 978-409-1928.



CHAPTER II

Seven Steps to Take After the Loss of a Loved One

As you work to make final arrangements after your loved one's passing, you can also begin the process of securing your loved one's property, notifying social security, closing out financial accounts, and starting the probate or estate administration process.

While there is much to do during this difficult time, here are the top 7 steps to take immediately after the loss of a loved one.

I. Take an Inventory of Property and Important Documents

After a loved one passes, it is often difficult to remember all of the property that he or she owned, as well as all of the paperwork you will need to handle their estate. Believe us, this task is not an easy one, especially when you factor in the emotion of your loss.

That is why we have created a checklist of the paperwork you may need to handle the estate, as well as a list of property your loved one may have owned. It is important to keep this information secure at all times, and it is not a bad idea to use a lockbox to store these documents when they are not in use.



CHAPTER II -SEVEN STEPS TO TAKE AFTER THE LOSS OF A LOVED ONE

Your Loved One's Documents:

- Certified copies of the decedent's birth certificate, death certificate, and marriage certificate
- Divorce decree(s) from all previous marriages
- Will or trust papers
- Insurance policies
- List of assets (house, car, jewelry, etc.)
- Bank account numbers
- Social security card or number (for both you and the deceased)
- Credit card numbers and statements
- Deeds to any real estate
- Tax return from the previous year

List of Property:

- Real estate, including those that are business-related or for vacation
- Stocks and bonds
- Bank accounts
- Retirement accounts
- Contents of safe deposit box, including jewelry

II. Notify Social Security

If your loved one was receiving money from Social Security, they will need to be notified upon his or her death. The Social Security Administration can be reached by calling (800) 772-1213, or by visiting www.socialsecurity.gov. You should also assume that any payments that are being made via direct deposit will either be stopped by the government or frozen by the bank.

III. Keep Property Safe from Theft or Vandalism

It's a good idea to remove any valuables from your loved one's home and take extra steps to secure the house from theft or vandalism. You should also keep a list of the items removed during this process, just in case you have to locate them or give an account later. Stop all mail coming to the house, and remember that unless you are the surviving spouse or child living at the residence, the post office may require you to provide extra documentation.

IV. Address Outstanding Debt

Many people falsely assume that their loved one's debts will automatically be forgiven upon their passing. This, unfortunately, is not true, and steps will need to be taken to address any outstanding debt still owed to creditors.

Freezing the decedent's bank account may allow more time to pay certain debts from the estate, and it is also a great way to avoid any fraudulent charges associated with identity theft. Notifying all credit cards and canceling them in writing can help you avoid this problem as well.

Finally, you'll want to gather all of your loved one's bills and bank statements, and speak with an attorney if you feel uncomfortable dealing with the creditors.

CHAPTER II- SEVEN STEPS TO TAKE AFTER THE LOSS OF A LOVED ONE

V. Open Claims for Insurance Benefits

As the person handling your loved one's affairs, you must gather information regarding any policies or accounts that the decedent may have had, including life insurance, health insurance, and private retirement accounts. Be prepared with the policy number and a copy of the death certificate when you call the insurance company to make a claim. The insurance company will then forward the proceeds of the policy to whoever was named beneficiary.



VI. Research Additional Benefits from Employer

Contact the human resource department at your loved one's place of employment to find out if they offer death benefits to the spouse or family of the decedent. Occasionally, these benefits are made to both current and former employees, so contact all places that your loved one may have worked in the past. Also, be sure to ask about any 401(k) accounts, pensions, or stock benefits.

VII. Contact an Estate Planning Attorney

Administering a loved one's estate can be costly, time consuming and at times, confusing. Working with an attorney will not only alleviate much of this stress, but will ensure that your loved one's affairs are handled without mistakes, and that all court and government-mandated deadlines are met. Give yourself and your family the peace of mind knowing that your loved one's wishes are being carried out in the best way possible.



CHAPTER III

Understanding Probate: What Is It and How Do I File?

At the same time you work to complete the seven steps detailed above, you may also need to start the probate process with the local courts.

Probate is a legal process to finalize and administer a loved one's estate after death. Your family may work closely with the Family and Probate Court in the county where your loved one died to:

- Determining the validity of the Will(s) or determining the Heirs if no Will was left
- Identify and inventory the deceased's property
- Appraise the property
- Pay your loved one's debts and taxes and distribute the remaining property according to the Will or according to state law in the absence of a Will

In Massachusetts, if someone has **\$25,000** in total assets or real property, they will probably have to have their assets Probated.

How Long Does Probate Take?

Here in Massachusetts, the probate process can take, on average, a few months to open and will always take a least one year from the date of death, at a minimum, to complete. The length of the probate proceedings depends on the value and complexity of the estate, the existence of a will, location of real property and potential disputes with creditors or other heirs.



CHAPTER III - UNDERSTANDING PROBATE: WHAT IS IT AND HOW DO I FILE?

What Does It Cost?

The cost of probate varies depending on the size of the estate, but common expenses of include executor's fees, attorney's fees, accounting fees, court fees, appraisal costs, and surety bonds. These expenses typically account for 5-10% of the total estate value.

Do All Assets Go Through Probate?

Fortunately, not all assets are subject to the expenses and delays of the probate court following the death of a loved one. Here is a brief overview of some assets that may avoid oversight from the probate courts:

- Property held in joint tenancy
- Other jointly owned assets
- Assets with named beneficiaries such as insurance policies, IRAs, and annuities
- Assets placed in a living trust
- Informal trust accounts, also referred to as Totten Trusts or payable on death (POD) accounts
- Banking and investment products, such as savings, checking accounts, CDs, and brokerage accounts with a Transfer on Death (TOD) beneficiary
- Small gifts of your personal property

Keep in mind that while these assets generally are not subject to probate, there may be instances when they will need to go before the court. This typically happens when a beneficiary is not properly named or is no longer alive at the time of the deceased's passing.



CHAPTER II - UNDERSTANDING PROBATE: WHAT IS IT AND HOW DO I FILE?

Do I Need An Attorney to File Probate?

Because Probate is such a time-consuming, costly, and complicated process, you should seek the help of a **Probate attorney local to the area in which your loved one passed**. A skilled attorney will help to ensure that all legal obligations are met and help to speed up the overall process. Working with an attorney will also help you to minimize costs commonly associated with oversights, tax problems, and long, drawn-out claims.

Probate For Property In Multiple States

If your loved one owned property outside of Massachusetts at the time of his or her passing, you will likely need to file probate in that state as well. As you can imagine, this complicates things significantly, and you will likely need to hire an out-of-state attorney to handle this separate probate matter. We can assist you in finding an out-of-state attorney who will best meet your needs during this sensitive time.

My Loved One Had a Trust...Can I Avoid Probate?

If your loved one died with a Trust in place, it may be possible to avoid the Probate process all together.

So long as the Trust has stayed updated and your loved one's assets are properly owned by the Trust, the Trust can be administered privately with the help of your attorney. If the Trust was not properly funded (meaning assets were not titled in the name of the Trust) you may still need to go through Probate. Your attorney will help to determine your next steps.



CHAPTER IV

The Role of A Trust Administrator

Most people appreciate that assets held in trust are much easier to administer and distribute after death, but they also need to know that they are required by law to do many things before the distribution of assets can occur.

These requirements and obligations often vary from state to state, but in some of the requirements include:

- Notifying beneficiaries;
- Valuation and Liquidation of Assets
- Paying Debts and Taxes of the Trust
- Filing Tax Return
- Distribution of Remainder of the Assets to Beneficiaries

The trustee also has to follow the accounting and reporting requirements of the state and courts, and they are responsible for defending the trust against all claims of creditors or excluded heirs. It's important to take these duties very seriously as you could be held personally liable for mistakes or oversights.

Again, a qualified attorney can assist you with these duties to ensure they are carried out properly and that your assets are distributed in a timely manner.



CHAPTER V

Getting Help and Final Steps

Whether your loved one had a small estate or a large estate protected by a trust, as you can see, the process to administer that estate can be costly, time-consuming, and many times, confusing.

Working with an attorney will not only alleviate much of this stress, but will ensure that your loved one's affairs are handled without mistakes, and that all court and government-mandated deadlines are met.

At a time when you may not already be thinking clearly and feeling overwhelmed with grief, having a professional on your side to deal with creditors, financial statements, taxes, and squabbling family members should not be underestimated.

More importantly, if you are a surviving spouse or child depending on your loved one's death benefits or inheritance to cover daily living expenses, working with an attorney can help you expedite the process and receive what you are entitled to faster and with less stress.

No matter what your situation is today, give yourself and your family peace of mind knowing that your loved one's wishes are being carried out in the best way possible.

Our team at The Law Offices of Kimberly Butler Rainen can help during your family's time of need. We offer free consultations, and will tell you upfront the best avenue to take – even if that road doesn't involve an attorney. Call us at **978-409-1928** and ask to schedule a consultation.





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