## ADMINISTRATION TIMELINE

## **DISTRIBUTION PLAN** • Communication needed to: FINAL MEETING **INITIAL MEETING** -Sign forms/complete paperwork **INVENTORY** • Discuss final questions • Estate planning and asset review -Discuss new issues • Review inventory • Discuss dates for final tax returns • Explain administration -Confirm beneficiary information • Return original documents • Review valuations process • Begin distribution of assets • Distribute estate administration • Discuss fees • Discuss any probate assets -Asset allocation binder • Execute initial authorizations -Discuss disclaimer and documents to begin process • Discuss new estate plan -Sell real estate • Sign updated Certificate of Discuss plan updates Trust 1-2 months 2-4 months 2-3 weeks 2-6 months Secure DOD values, appraisals Wait for taxes to be completed, Client gathers information Estate accounting, get accounts cashed out, change final distributions beneficiaries, retitle assets, distribute assets **DATA COLLECTION ASSET TRANSFERS** • Sign fee agreement <u>Taxes</u> • Review all assets and identify all parties • Discuss tax returns • Share legal review of estate documents • Discuss K-1s for beneficiaries • Determine if information is missing Share valuations • Build inventory records • Discuss tax returns • Secure valuations and appraisals as appropriate • Discuss basis adjustments RECONCILIATION Financial Advisors • Discuss distributions and rollovers • Review distributions • Review beneficiary designations • Review final estate account Sale of Real Estate • Identify basis adjustment • Review Contracts • Reset beneficiary designations • Assist with documents

Also, if necessary:

business interests

Wilson Law Group, LLC

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• Review specialized assets such as