

## FINAL INSTRUCTIONS

**IMMEDIATELY UPON OUR DEATH, we herein authorize and instruct you to take the following actions and any further action as may be required by law:**

- 1. Clear title in your name as Trustee of the Trust Estate. This means you will obtain original copies, along with several certified copies, of the death certificate(s) and present such certificates where necessary (i.e. banks, etc.) so that you may take legal control of all assets (bank accounts, etc.) as Trustee of the Trust Estate. To enable you to take title to real estate, it may be necessary for you to record a copy of each death certificate in the county where the property is located, along with a notarized affidavit that you are the appointed Successor Trustee of the Trust.**
- 2. Make a review of the assets of the Trust Estate(s), which includes obtaining market appraisals on all real property and, where you deem necessary, on selected items of personal property. This will give you a value for calculating federal estate taxes, if any, and will provide each item of real property with a documented market value (the market value will become the stepped-up basis for income tax considerations on any future sale of real property).**
- 3. Once you have control of bank accounts and assets, pay all creditors of the Trust Estate except for mortgage holders on real estate.**
- 4. Obtain a separate taxpayer ID number for our estate(s), if necessary, and file a final estate tax return for the estate of each Trustor(s). You should consult with a qualified tax preparer as necessary.**
- 5. Make distributions of property or properties from our Trust Estate(s) to the recipient(s) as directed elsewhere in this trust documentation.**
- 6. Make an accounting to the beneficiaries of the financial condition of the Trust Estate(s), including appraisals, income and expenses, and any estate taxes paid.**
- 7. Administer, partition and distribute the Trust Estate(s) to the beneficiaries as directed in the Trust Agreement.**

## SETTLING THE ESTATE

**If you have titled all of your assets in the name of your Living Trust, your survivors should not require any procedures from a legal standpoint. Survivors do not have to change the trust or change title to any of the assets. The surviving spouse or adult children should be able to settle the estate without difficulty if it has been organized. The surviving Trustee or successor Trustee only needs a copy of the death certificate and a copy of the Living Trust to take whatever action is necessary on behalf of the Trust.**

**The following steps should be followed by your primary adviser to settle your Living Trust estate.**

- 1. Review the Trust instructions in the Trust documents.**
- 2. Order at least twelve death certificates. A separate death certificate will be needed for each insurance policy and each real asset (real estate, stocks, bonds, etc.) that you desire to ultimately sell or transfer. The death certificate must be a certified copy obtained from the county recorder's office. With a copy of the Living Trust and the**

death certificates, the Trustee or successor Trustee will have the equivalent power to manage the estate of the deceased individual.

3. **Check Safe Deposit Box(es) and Checking Accounts.** The safe deposit box should be checked to inventory the contents and make sure that all valuable assets (such as real estate) are in the name of the trust. Since only cash is acceptable for settling, you should confirm the amount of funds available in the checking account of the deceased individual. In addition, make arrangements to have access to the checking account funds.

4. **With the Living Trust document and a death certificate in hand, financial institutions should readily give successor Trustees access to the safe deposit box(es) and checking accounts.** Once you have control of the assets, pay all creditors of the trust.

5. **If the deceased individual served in the armed forces, the Veterans Administration will provide \$150 toward funeral expenses, a headstone marker, and an American flag, if desired.** In the process of making funeral arrangements, you will need to make the military separation papers for the funeral home. These papers are needed to show proof that the deceased person was a veteran of military service.

6. **Notify life insurance companies.**

7. **Make a review of the assets of the Living Trust estate.** This includes obtaining market appraisals on all real property and, if deemed necessary, on selected items of personal property. The value will enable you to calculate Federal estate taxes, if any, and will provide each item of real property with a documented market value (the market value will become the stepped-up basis for income tax considerations on any future sale of real property).

8. **File all income tax returns and an estate tax return, if necessary.**

9. **Review business agreements.**

10. **Review all dunning notices, bills and credit accounts.**

11. **Make an accounting to the beneficiaries of the financial condition of the Trust Estate, including appraisals, income and expenses, and any estate taxes paid.**

12. **Administer, partition and distribute the Trust Estate to the Successor Beneficiaries as directed in the Trust Agreement.**

You may also call the plan attorney for any assistance at 1-800-923-9180.