Agent for **Executor**

You have been named as the executor (or "personal representative") of a deceased person's estate. You may be a relative or close friend of the decedent. Or perhaps you're a professional and the decedent was your client. In either case, you are now faced with the myriad responsibilities involved in administering another person's estate. And that could prove to be challenging.

What Are the Responsibilities of an Executor?

The responsibilities of an executor or personal representative can be complex and demanding. These are just a few of the duties you are required to perform as executor:

- Arrange for the probate of the will
- Collect, inventory, and safeguard the estate assets
- Have the assets appraised
- Manage and invest those assets during the period of estate administration
- File claims for life insurance and other benefits (employer, veterans, Social Security, etc.)
- Keep complete and accurate records of all estate transactions
- Pay the decedent's final bills and debts
- Pay the estate's expenses
- Collect all debts owed to the estate
- File all required tax returns
- Distribute the remaining estate assets to the beneficiaries according to the terms of the decedent's will
- Prepare a detailed accounting for the heirs and the probate court

Do You Have the Time and Expertise?

It may be difficult for some individuals to take time away from their businesses or personal lives to devote to the administrative and asset management tasks that executors must perform. Other individuals may lack the experience and know-how to successfully perform many of the duties, particularly in the areas of tax planning and asset management.

If you would like assistance with the tasks involved in settling an estate, we have a solution that can benefit executors and beneficiaries alike: our agent for executor service.

How Our Agent for Executor Service Can Help

As executor, you cannot delegate your decision-making responsibilities. However, as your agent, we can take care of most of the administrative and asset management tasks involved with the estate.

Here are some of the responsibilities we can undertake on your behalf:

- Collect and safeguard the estate assets
- Arrange for the inventory of the assets
- Collect any estate income and reinvest or distribute it as you, the executor, direct
- Execute all securities transactions on the estate's behalf, again, as you direct
- Regularly review the estate's investment portfolio and make specific investment recommendations consistent with the estate's objectives and needs and according to state law
- Arrange for the valuation of assets for estate-tax purposes
- Provide recordkeeping services regarding estate transactions
- Review the estate's cash-flow requirements
- Assist with the preparation of the estate's income- and estate-tax returns and the decedent's final income-tax return

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- Provide postmortem tax planning for the estate and beneficiaries, including the selection of a fiscal year and the timing of distributions from the estate
- Pay any debts, expenses, and taxes of the estate
- Help prepare any accounting to the probate court or beneficiaries
- Assist with the distribution of estate assets to the beneficiaries

Customized to Your Needs

We offer our services as agent for executor both as a package and on a "pick and choose" basis. You decide which arrangement is best for you. For example, you may opt to use our asset management services but not our administrative services — or vice versa.

We have been settling decedents' estates for years. As a professional fiduciary, we know the ins and outs of estate administration and asset management. And we have the experience, knowledge, and capabilities necessary to handle any estate administration problem.

Have you been named executor or personal representative of another person's estate? If you have, consider using our services as agent for executor. Please give us a call today.

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