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Loss of Spouse Checklist

July 11, 2011

RAYMOND JAMES

Loss of Spouse Checklist

General information	Yes	No	N/A
1. Has relevant personal information been gathered? • Name, age, health status • Dependents and family members	❑	❑	❑
2. Has financial situation been assessed? • Income • Expenses • Assets • Liabilities • Insurance coverage	❑	❑	❑
Notes:			
Immediate concerns	**Yes**	**No**	**N/A**
1. Have family members, friends, and employer been contacted?	❑	❑	❑
2. Were written wishes of the deceased reviewed?	❑	❑	❑
3. Has a funeral home/funeral director been engaged?	❑	❑	❑
4. Is the funeral service organized?	❑	❑	❑
5. Have burial, interment, or cremation arrangements been made?	❑	❑	❑
6. Has the obituary been drafted and sent to the appropriate newspapers/publishers?	❑	❑	❑
7. Are funeral expense payment arrangements complete?	❑	❑	❑
8. If deceased was a business owner, have provisions been made for the short-term continuation of the business?	❑	❑	❑
Notes:			
Next steps: getting organized	**Yes**	**No**	**N/A**

1. Have the appropriate records been gathered and organized? • Birth certificate • Marriage certificate • Divorce decree • Military service • Death certificate • Life insurance policies • Investment documents • Will • Tax information • Employee benefits information	❑	❑	❑
2. Have appropriate advisors been contacted? • Attorney • Accountant/tax advisor • Insurance professional • Other(s)	❑	❑	❑
Notes:			
Insurance considerations	**Yes**	**No**	**N/A**
1. Have claims been filed with insurance companies? • Individual life insurance policies • Group life insurance policies • Employer-based life insurance policies • Accidental death and dismemberment policies • Travel insurance policies • Mortgage life insurance policies • Credit life insurance policies	❑	❑	❑
2. Have surviving spouse's insurance needs been re-evaluated? • Life insurance • Health insurance • Disability insurance • Homeowners insurance • Auto insurance • Liability insurance • Long-term care insurance	❑	❑	❑
3. Have beneficiary designations been reviewed and changed as appropriate?	❑	❑	❑
Notes:			

Other available benefits	Yes	No	N/A
1. Have other available benefits been claimed and/or agencies notified? • Social Security survivor's benefits • Social Security death benefits • Federal employee benefits • Civil service benefits • State government employee benefits • Military benefits • Deceased spouse employee benefits • Qualified retirement plan/IRA benefits	❑	❑	❑
Notes:			

Retirement planning concerns	Yes	No	N/A
1. Have retirement planning needs been re-evaluated?	❑	❑	❑
2. Have beneficiary designations for existing IRAs and retirement plans been updated as appropriate?	❑	❑	❑
Notes:			

Settling the estate	Yes	No	N/A
1. Have the executor/administrator, trustee(s), guardians, and heirs been contacted?	❑	❑	❑
2. Has an attorney and/or other advisor(s) been contacted?	❑	❑	❑
3. Have the appropriate records been gathered?	❑	❑	❑
4. Is probate necessary?	❑	❑	❑
5. Has a Taxpayer Identification Number (TIN) been obtained?	❑	❑	❑
6. Have creditors been notified?	❑	❑	❑
7. Have other institutions been notified?	❑	❑	❑
8. Have assets been distributed to heirs?	❑	❑	❑
9. Have appropriate tax returns been filed?	❑	❑	❑
Notes:			

Surviving spouse's estate planning concerns	Yes	No	N/A

1. Is there an updated will?	☐	☐	☐
2. Have advanced medical directives been prepared? • Durable power of attorney • Living will • Health-care proxy	☐	☐	☐
3. Have letters of instruction been prepared?	☐	☐	☐
4. Does plan for estate tax need to be reviewed?	☐	☐	☐
Notes:			
Tax planning concerns	**Yes**	**No**	**N/A**
1. Has a tax advisor been contacted?	☐	☐	☐
2. Has a change in filing status been evaluated?	☐	☐	☐
3. Have the tax consequences of making gifts been considered?	☐	☐	☐
4. Has surviving spouse inherited retirement plan assets (income in respect of a decedent)?	☐	☐	☐
Notes:			
Reassessing the financial situation	**Yes**	**No**	**N/A**
1. Have jointly owned assets been retitled? • Real estate • Vehicles • Investments • Bank accounts	☐	☐	☐
2. Has budget been re-evaluated? • Income sources • Expenses: fixed and variable	☐	☐	☐
3. Have other financial goals/needs been reviewed? • Readjustment period • Emergency fund • College • Other purchases • Vacations	☐	☐	☐

4. Has survivor's credit situation been discussed? • Obtain credit reports • Contact existing creditors • Establish separate credit if necessary	❑	❑	❑
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