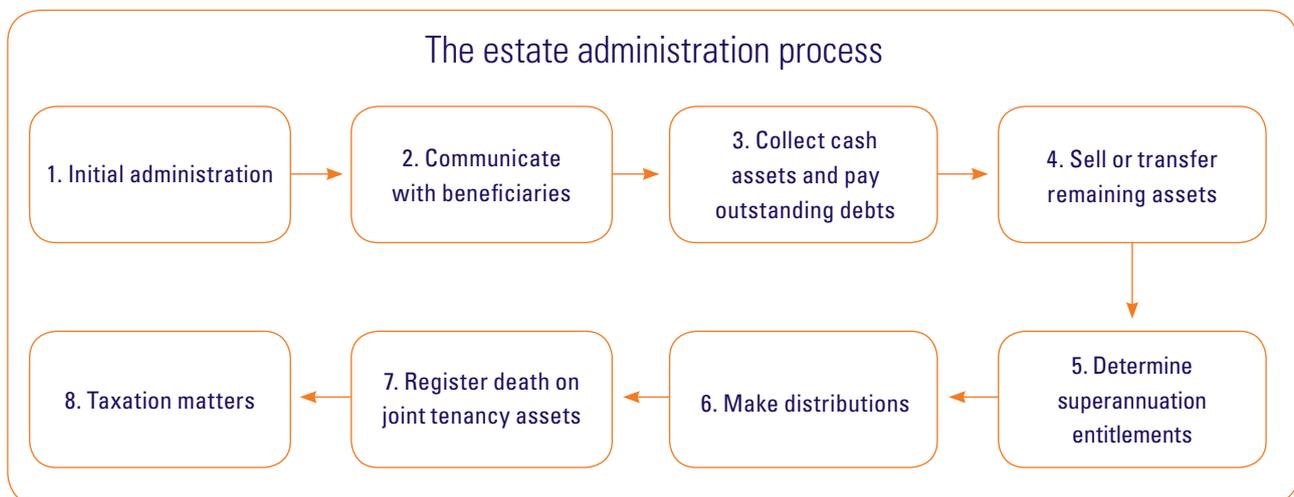


Choosing an executor – your guide to the estate administration process

Before selecting the executor of your estate it is important that you understand what the role entails. Although there are no special qualifications required to be an executor, having the time and willingness to undertake the role is important. It can be an onerous role that can take many months, even years to complete. You can appoint an individual or a professional trustee company, like us, to be your executor.

Your executor deals with all necessary third parties (eg government departments, courts, banks, share registries, insurance companies, lawyers, accountants etc) and beneficiaries to ensure that your estate is administered in line with your wishes as set out in your Will. Being an executor means taking on fiduciary obligations, so it's a role that carries personal liability if administration errors are made.

The flowchart below and table on page 2 outlines the tasks that are required for an executor to fulfil their fiduciary obligations.



The estate administration process

1. Initial administration	<ul style="list-style-type: none">• Locate your Will• Determine assets and liabilities• Compile schedule of assets and liabilities• Finalise property services• Advertise statutory notices• Arrange application for Probate or Letters of Administration (if no Will exists)
2. Communicate with beneficiaries	<ul style="list-style-type: none">• Determine beneficiaries and advise them of their entitlements• Provide schedule of assets and liabilities• Seek instructions on disposal of assets• Provide regular progress reports as milestones are reached• Supply financial accounting and tax reports
3. Collect cash assets and pay outstanding debts	<ul style="list-style-type: none">• Establish estate trust account• Pay funeral expenses• Close bank accounts, collect life insurance proceeds and redeem other cash assets• Pay debts, fees and recover outlays
4. Sell or transfer remaining assets	<ul style="list-style-type: none">• Real estate• Shares and other investments• Other assets
5. Determine superannuation entitlements	<ul style="list-style-type: none">• Complete fund trustees' requirements for release of superannuation proceeds to dependants or estate
6. Make distributions	<ul style="list-style-type: none">• Hand over or transfer gifted items• Pay legacies• Distribute estate funds• Store estate records
7. Register death on joint tenancy assets	<ul style="list-style-type: none">• Formally register death on all jointly owned assets
8. Taxation matters	<ul style="list-style-type: none">• Arrange for lodgement of outstanding tax returns for the deceased and finalise dealings with ATO• Obtain a tax file number for the estate, prepare and lodge trust returns• Provide beneficiaries with details of income to be disclosed in personal returns• Determine cost bases and acquisition dates for assets subject to CGT• Provide cost base schedules to beneficiaries for future reference

Would you like further information?

For further information please contact your AET estate planning specialist on **1800 882 218**.