



by Pyke & Associates, P.C.

Estate Administration Guide



Contents



Chapter One

Call Us First

Chapter Two

Gather Your Documents

Chapter Three

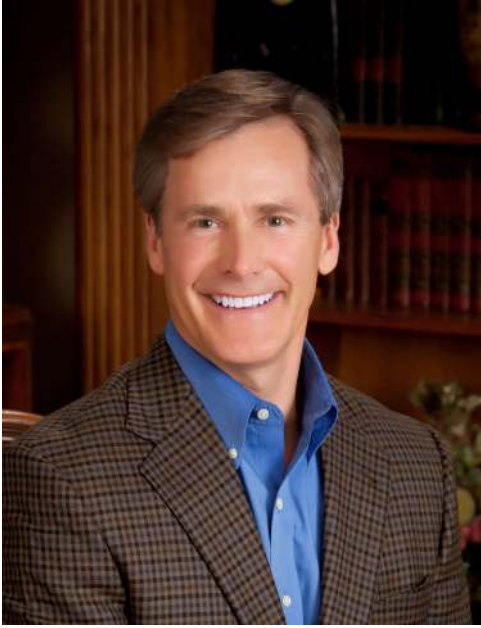
Follow The Process

“If you’re proactive, you focus on preparing. If you’re reactive, you end up focusing on repairing.”

– John C. Maxwell

It is our hope that you enjoy the contents of this guide and that it becomes an encouragement to you as you plan properly.

Though at times estate planning and estate administration can be overwhelming, know that we are here to help and guide you every step of the way.



Charles B. Pyke
Attorney, Founder
Pyke & Associates, P.C.

About Us

Helping People To Be Good Stewards Of All That Has Been Entrusted To Them

Estate planning is about choice—protecting your ability to make choices throughout your life.

It involves protecting your assets and investments during your earning years, the opportunities available to your children and grandchildren, and providing maximum freedom of choice in the golden sunset years of your life.

No longer are estate planning choices only the planning for final expenses, payment of outstanding debt, anticipation of taxes, and distributing any money left over as inheritances. Even within this narrow and dated view of estate planning, the increasing life expectancies dictate a frequent review of these basic matters.

Estate Planning is a joint effort in partnership between the client and the attorney.

The team at Pyke & Associates, P.C. informs their clients of the range of issues and the options for dealing with each of them.

Estate Administration is the process whereby we walk through the journey of acting on the wishes set before a loved one passes away. We work with our clients to ensure that this process goes as smoothly as possible, through the various issues of titling assets, income and estate taxes, and distributions, etc.

It is our privilege to serve you as our client.

Charles B. Pyke
Attorney, Founder
Pyke & Associates, P.C.



Choose Now

*In life, being prepared ahead of time will give you the greatest chance for success.
An Estate Administration is no different. Learn, prepare, and have a professional on your side.*



www.cpyke.com



** Notes*

Chapter One

Call Us First

Be careful receiving any advice under stress...

As you know, an estate plan is a PLAN, a track to run on in the event there is a death or incapacity. Implementation of the plan is critical and because we have prepared your loved one's estate plan, we offer a complimentary one hour consultation in the event of their death or incapacity. At that consultation we will inform you of the steps you must take. It is likely that once there is a death or incapacity, you will need to engage us so that we may provide the proper guidance and assistance, particularly if there is tax or Long Term Care planning in your estate plan.

Obviously during an emergency you would call 911, but once a person has died or has experienced a serious incapacity, it is best to call our office first before calling anyone else. The reason for this is that others, in an effort to help, may give instructions that could cause you to make irreversible decisions or inadvertent changes to your estate plan that we have already put in place.

Call Us First!

Pyke & Associates, P.C.

770-507-2500



DO NOT DO ANY of these things without Calling Us FIRST!

- Change Title of Assets to Joint Tenants with Right of Survivorship.
- Take your Deceased Loved Ones Name off of Your Joint Accounts.
- Close Accounts Titled in the Name of Your Loved One.
- Notify Your Mortgage Company of Your Change in Circumstances.
- File a Petition for Year's Support.
- Begin Distributing the Estate Before You are Appointed as Executor.
- Think Your Loved One's Estate is Too Small to Involve an Attorney.
- Believe There is No Need to Probate the Last Will and Testament of Your Loved One.
- Have the Funeral Home Claim the Life Insurance Proceeds.
- Contact your Financial Planner to Claim the IRA benefits.

Chapter Two

Gather Your Documents

One document at a time...

After you have Called Us First, we will set an appointment to meet with you to discuss the specific steps of your Estate Administration process.

One of the first items you will receive is a list of documents that we need to help you properly administer the estate. Just as you are preparing for the appointment, so are we. We will begin preparing paperwork and should be able to gather most of the information we need from the Estate Planning file in our office, but will still need to confirm they are current at the time of the death or incapacity. One of the questions we will ask is for you to confirm or have you provide the names and addresses for the heirs of the estate. We will have a specific follow up call from the initial appointment to get that information.

In order to maintain the greatest planning flexibility possible, it is imperative that you DO NOT cash in, re-title, or move any accounts, submit claim forms for life insurance, or transfer any IRAs or retirement accounts before meeting with us first.

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A List of the Types of Items We Will Ask You For:

- Certified copy of the death certificate
- All bank accounts statements
- All brokerage and mutual fund account statements and annuity contract statements
- All information dealing with Treasury Direct, or other investments in Bills, Notes, or Bonds
- Original stock and bond certificates
- Information about real estate, including copies of warranty deeds, most recent property tax bills, and mortgage balance statements
- Information regarding other assets and investments, including promissory notes, partnership investments, royalties, future contracts, retirement plans, life insurance policies, etc.
- Copy of the deceased's most recently filed personal income tax return;
- A list of any known debts, liabilities, pending lawsuits, or other claims of or against the deceased

Chapter Three

Follow The Process

We Are Here To Help...

After Calling Us First, setting up your initial appointment, and gathering your documents, we will help you through each step of the Estate Plan that we helped you set up for this very purpose.

During your appointment, we will review the information you have provided, explain the law, address your questions and concerns, point out issues, identify potential strategies, and inform you, in general of the potential advantages and disadvantages of each. If you wish to have anyone else at the initial meeting with the attorney, please feel free to bring them, in fact, we encourage it. Sometimes it is helpful if we can explain the administration steps to your loved ones as well as to you.

We appreciate you using our firm in preparing your estate plan, and look forward to providing assistance in the event of an incapacity or a death. Remember, the estate plan you executed today is only beneficial if it is properly administered. It is your responsibility to let your nominated fiduciaries and agents know how important it is to receive the proper advice before taking any steps.

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Review:

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- Gather Your Documents
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