

FIRST WEEK

- ❑ Call the funeral home and organize the funeral.
 - If the spouse was a veteran, contact Veteran Administration to determine if you are eligible to receive any assistance with funeral, burial plot, or other benefits.
 - Most funeral homes require payment immediately following the funeral. If you need funds from your investment accounts, please contact your Box Financial advisor so we can send the funds to you.
- ❑ If desired, call the local paper and submit an obituary.

DAYS 8 - 30

- ❑ Order 10-15 death certificates from the funeral home.
- ❑ Set up a filing system to keep paperwork organized.
- ❑ Schedule appointment with Box Financial advisor and an estate planning attorney.
 - Work with your Box Financial advisor to contact investment and insurance companies.
 - Start locating important documents.

IMPORTANT DOCUMENTS

- Will or trust documents
- Social Security card
- Marriage certificate
- Birth certificate for spouse
- Birth certificate for dependent children
- Insurance policies
- Deeds/titles to property
- Stock certificates
- Bank statements
- Investment statements
- Veteran discharge papers
- Recent tax forms
- Information on any loans

DAYS 31-90

- ❑ Work with your attorney to disclaim and/or probate any assets.
- ❑ Process life insurance and annuity death benefit claims.
- ❑ Apply for a tax ID with the IRS for any assets that were owned individually by the spouse and do not pass by beneficiary designation. Your accountant or attorney can assist you with this process.
- ❑ Transfer retirement accounts using the guidance of your Box Financial advisor and accountant to ensure the greatest tax efficiency.
- ❑ Re-title assets: bank accounts, house or other real estate, cars and other vehicles, and joint investment accounts.
- ❑ Review your expenses and fixed income sources.
- ❑ Do a search for any unclaimed assets (go to www.missingmoney.com).
- ❑ Social Security: Determine how to maximize retirement and survivor benefits.

DAYS 91-180

- ❑ Work with your Box Financial advisor to update your financial plan.
 - Change beneficiaries - review your own life insurance and retirement account beneficiaries and update.
 - Review your own will or trust to determine if it is still appropriate.
- ❑ Update your estate documents as necessary with your attorney.
- ❑ If necessary, the estate tax return must be filed 9 months following the date of death.

YEAR-END

- ❑ Gather all tax reports received at year-end and work with your accountant on the final tax return.

REQUIRED MINIMUM DISTRIBUTIONS (RMD)

- As the RMD rules are complicated and ever changing, please consult your Box Financial advisor and accountant for assistance with your particular situation.
- In the year of death the beneficiary is responsible for verifying if an RMD was required and processed for the current year.
- The beneficiary must set up their beneficiary account and transfer their share of the assets directly to a new account. They will also be responsible for starting their RMD prior to December 31st following the year of death.

AVOID HASTY DECISIONS

- Do not consider moving from your current home until you can make a decision based on reason rather than emotion.
- Do not spend money impulsively. When you are grieving you may be especially vulnerable to pressure from salespeople.
- Do not succumb to pressure to sell or give away your spouse's possessions. Wait until you can make clear-headed decisions.
- Do not give or loan money to others without reviewing your finances first. You should take into account your present and future needs and obligations.

Please note this is only a brief summary of items to take care of after a loved one's death. Depending upon your personal situation, there could be additional areas that need to be addressed. Please contact your advisors for guidance.



After the loss of a loved one, let Box Financial help you with the following timeline and checklist.



701 4th Avenue South, Suite 1710
Minneapolis, MN 55415
Phone: 612-347-7809
Fax: 612-313-7524
E-mail: info@boxfinancialadvisors.com

Phil Box, Doug Box, Cyrus Shabaz, Dan Harrington, and Chris Hasling are registered representatives offering securities and advisory services through Cetera Advisor Networks LLC, member FINRA/SIPC. Some advisory services are also offered through AdvisorNet Wealth Management. Cetera is under separate ownership from any other named entity.

Survivor Planning Guide

