



Atlantic Wealth Management

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Loss of Spouse Checklist

We understand the loss of a spouse is extremely difficult. We want you to know that we are here to walk alongside you on this journey. Please give us a call at 252-515-7800 and we will find a time that is most convenient for you to meet at our office or to discuss your questions and concerns over the phone. We are here to help you navigate the days and years ahead.

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

<p>1. Have the appropriate records been gathered and organized?</p> <ul style="list-style-type: none"> • Birth certificate • Marriage certificate • Divorce decree • Military service • Death certificate • Life insurance policies • Investment documents • Will • Tax information • Employee benefits information 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Have appropriate advisors been contacted?</p> <ul style="list-style-type: none"> • Attorney • Accountant/tax advisor • Insurance professional • Other(s) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Insurance considerations	Yes	No	N/A
<p>1. Have claims been filed with insurance companies?</p> <ul style="list-style-type: none"> • 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Have surviving spouse's insurance needs been re-evaluated?</p> <ul style="list-style-type: none"> • Life insurance • Health insurance • Disability insurance • Homeowners insurance • Auto insurance • Liability insurance • Long-term care insurance 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Have beneficiary designations been reviewed and changed as appropriate?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:			
Other available benefits			
1. Have other available benefits been claimed and/or agencies notified?			
• Social Security survivor's benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• 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			
1. Have retirement planning needs been re-evaluated?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have beneficiary designations for existing IRAs and retirement plans been updated as appropriate?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Settling the estate			
1. Have the executor/administrator, trustee(s), guardians, and heirs been contacted?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has an attorney and/or other advisor(s) been contacted?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have the appropriate records been gathered?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is probate necessary?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has a Taxpayer Identification Number (TIN) been obtained?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have creditors been notified?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have other institutions been notified?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Have assets been distributed to heirs?			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Have appropriate tax returns been filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Surviving spouse's estate planning concerns			
	Yes	No	N/A
1. Is there an updated will?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have advanced medical directives been prepared? • Durable power of attorney • Living will • Health-care proxy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have letters of instruction been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does plan for estate tax need to be reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Tax planning concerns			
	Yes	No	N/A
1. Has a tax advisor been contacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a change in filing status been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have the tax consequences of making gifts been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has surviving spouse inherited retirement plan assets (income in respect of a decedent)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Reassessing the financial situation			
	Yes	No	N/A
1. Have jointly owned assets been retitled? • Real estate • Vehicles • Investments • Bank accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>2. Has budget been re-evaluated?</p> <ul style="list-style-type: none"> • Income sources • Expenses: fixed and variable 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Have other financial goals/needs been reviewed?</p> <ul style="list-style-type: none"> • Readjustment period • Emergency fund • College • Other purchases • Vacations 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Has survivor's credit situation been discussed?</p> <ul style="list-style-type: none"> • Obtain credit reports • Contact existing creditors • Establish separate credit if necessary 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Notes:</p>			

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