

Deceased Client Checklist

Individual Account	
- Account Application for Personal Accounts - Affidavit of Domicile - Step up cost basis 50%, 100% or alternate DOD - Letter of authorization to distribute funds - Letters of Testamentary dated within 60 days, Inheritance Tax Waiver or Small Estate Affidavit could be required - Death Certificate	
Individual Retirement Account (IRA)	
- Inherited IRA Application (<i>needed for spousal rollovers</i>) - Letters of Testamentary dated within 60 days (only if beneficiary is the estate) - Death Certificate	
Community Property Account	
<i>½ of account goes to estate of deceased account holder</i>	
- Account Application for Personal Accounts - Affidavit of Domicile - Step up cost basis 50%, 100% or alternate DOD - Letters of Testamentary dated within 60 days - Letter of authorization to distribute funds - Death Certificate	
Joint with Rights of Survivorship or Community Property with Rights of Survivorship	
Is the deceased the primary account holder?	
Yes	No
- Account Application for Personal Accounts - Check and Journal form or LOA - Affidavit of Domicile - Step up cost basis 50%, 100% or alternate DOD - Death Certificate	- Letter of authorization to remove deceased individual. - Affidavit of Domicile - Step up cost basis 50%, 100% or alternate DOD - Death Certificate
Transfer on Death (TOD) Account	
- Account Application for Personal Accounts for each beneficiary - Affidavit of Domicile - Designated Beneficiary Plan Distribution Form - Step up cost basis 50%, 100% or alternate DOD - Death Certificate	
Trust Account (<i>Living Trusts</i>)	
Is the Tax Identification Number (TIN) changing?	
Yes	No
- Application for Trust Accounts - Check and Journal Form - Trust title and signature pages, Successor trustee provisions - Step up cost basis 50%, 100% or alternate DOD - Death Certificate	- Trustee Change Form - Trust title and signature pages, Successor trustee provisions - Death Certificate

This checklist does not include all account types.
Always check with your CPA before updating accounts.