Important Documents Checklist

For Account & Estate Settlement after the Passing of a Loved One

This is a checklist of the most commonly required documents for account and estate settlement. For full procedure details and other requirements please see Altra's Member Guide to Account Settlement booklet.

LOCATE COPIES OF IMPORTANT DOCUMENTS

(Not all documents are required for Altra Account Settlement)

- ☐ Death certificate (six certified copies minimum)
- ☐ The original will or trust, not a copy, if there is one.
- ☐ Deceased's Social Security number
- ☐ Deceased's full name and date of birth
- ☐ Domiciliary Letters (Court documents designating an estate executor/admin (commonly known as a Personal Rep.)
- ☐ Transfer by Affidavit (For smaller estates; refer to your state law as each state varies)
- ☐ Summary Settlement for the deceased's assets
- ☐ The name and addresses of all heirs, next of kin and beneficiaries
- ☐ Government-issued form of identification for each beneficiary
- ☐ Beneficiary Receipt and Release Form
- ☐ Divorce papers if the divorced spouse is applying for benefits
- ☐ An Employer Identification Number (EIN) for the estate.
- ☐ Certified or original birth certificate of the spouse and minor children
- ☐ The name of the deceased's employer
- ☐ Birth and marriage certificates
- ☐ Divorce records
- ☐ Funeral instructions or contracts
- ☐ Credit card statements
- ☐ Mortgages and statements
- ☐ Insurance policies
- ☐ Investment records and stock certificates
- ☐ Tax returns from the past two years
- ☐ Retirement fund or pension statements
- ☐ Employer benefit information
- ☐ Social Security card and statements
- ☐ Bank and/or Credit Union statements
- ☐ Safe deposit box information
- ☐ Storage locker information and key
- ☐ Business ownership or interest information
- ☐ Military service records
- ☐ Union membership information
- ☐ Titles/deeds
- ☐ Bills

ACCOUNT HANDLING

Required for Savings, Checking, Certificates, Individual accounts and Joint accounts at Altra

- ☐ Certified copy of the death certificate

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SURVIVOR BENEFITS

- ☐ A certified copy of the death certificate
- ☐ The Social Security number of the deceased
- ☐ The name of the deceased's employer
- ☐ The deceased's most recent W-2 forms or tax return showing earnings in the year of death
- ☐ A certified or original birth certificate of the spouse and minor children
- ☐ Divorce papers if the divorced spouse is applying for benefits

PAYABLE ON DEATH (POD) BENEFICIARY

Required by Altra to determine if there is a payout and who the beneficiaries are.

- ☐ A certified copy of the death certificate
- ☐ A government-issued form of identification for each beneficiary
- ☐ If no beneficiaries were named, a domiciliary letter will be required. Please contact the County Probate office in which the decedent resided to request one.

PROBATE / PROBATE COURT

- ☐ A certified copy of the death certificate
- ☐ Deceased's full name and date of birth
- ☐ The original will or trust, not a copy, if there is one.
- ☐ A copy of the marriage certificate, if the deceased was your spouse.
  If the deceased was previously married, you will need to give this information to the court.
- ☐ The name and addresses of all heirs, next of kin and beneficiaries
- ☐ A summary of the deceased's assets

ESTATE HANDLING

Required to set up an Estate Account at Altra

- ☐ Court documents designating an estate executor/administrator. These are also known as Domiciliary Letters. Contact the County Probate office in which the decedent resided to request them.
- ☐ An Employer Identification Number (EIN) for the estate. You can get this by filing form SS-4 with the IRS online at www.irs.gov, call 800-829-1040, or visit a U.S. Post Office or your local library.

TRANSFER BY AFFIDAVIT

The heir, guardian, or trustee should complete the Transfer of Affidavit form at the time of the decedent's death to transfer decedent's assets not exceeding $50,000. The form and instructions are available from the office of your County Register in Probate. Requirements and laws vary by state.

SAFE DEPOSIT BOX WILL SEARCH

Required to conduct a will search at Altra

- ☐ A certified copy of the death certificate is required by Altra to conduct a one-time only will search. No contents of a safe deposit box other than a will and funeral or burial instructions may be removed at this time.
- ☐ The original will must be presented to the County Probate office in which the decedent resided to obtain the proper documentation before the safe deposit box contents may be emptied.