



Kings Court Trust

Bereavement task guide

Understanding the steps involved in administering an estate following a bereavement



Estate administration timescales

Estate administration is the process of dealing with a person's legal and tax affairs after they've died.

This means dealing with all their assets (such as property, shares and personal possessions), paying debts, paying any Inheritance Tax and Income Tax and transferring inheritance to the beneficiaries of the estate. Kings Court Trust (KCT) can take care of the estate administration process for you, quickly and completely.

MONTH



Death occurs

- Obtain the medical certificate
- Register the death



Dealing with the Will

- Find out if the deceased left a valid Will
- Locate all important papers

1



Arrange the funeral



Commence the estate administration

2



Working with KCT: Month 0 to 3

- Will/family tree checked by our technical specialist
- Third party asset and debt valuation(s) obtained
- Notify utility companies

3



Working with KCT: Month 4 to 5

- Prepare all Inheritance Tax (IHT) forms
- Application of the Grant of Probate (Confirmation in Scotland)
- Receipt of the Grant of Probate
- Write to all those who are inheriting to verify their identity

5

6



Working with KCT: Month 6 to 7

- Transferring and/or cash in assets
- Gather information for Income Tax return
- Pay outstanding debts and make interim payments to those who are inheriting

7

8



Working with KCT: Month 8 to 9

- Submit Income Tax return
- Reconcile estate accounts and send to those who are inheriting for approval
- Make final payments
- Closure of estate

9

Understanding the **tasks and timings** involved in estate administration is one of our most frequently asked questions. While every estate is different, this guide outlines the typical timescales involved. To answer your questions, call our specialist team on **0300 303 9000**.

.....Potential delays to our estate administration process

While we do our utmost to ensure the estate administration process is completed within 9 months, there are factors which may cause delays that are outside of our control, including:

Additional client information.

Including signed Powers of Attorney.

Receiving the original Will.

We cannot start the estate administration process without the original Will.

Proving the Will.

Affidavits will hold up the estate administration process. Affidavits are required even when simple markings are left on the Will. This includes instances where a coffee cup ring marks the Will, the Will has been unbound or unstapled where it was previously bound.

Repatriating overseas assets.

The technicalities of dealing with overseas jurisdictions to repatriate shareholdings or overseas property.

Family disputes.

Contentious estates mean we cannot work until the dispute is resolved.

Obtaining information from third parties.

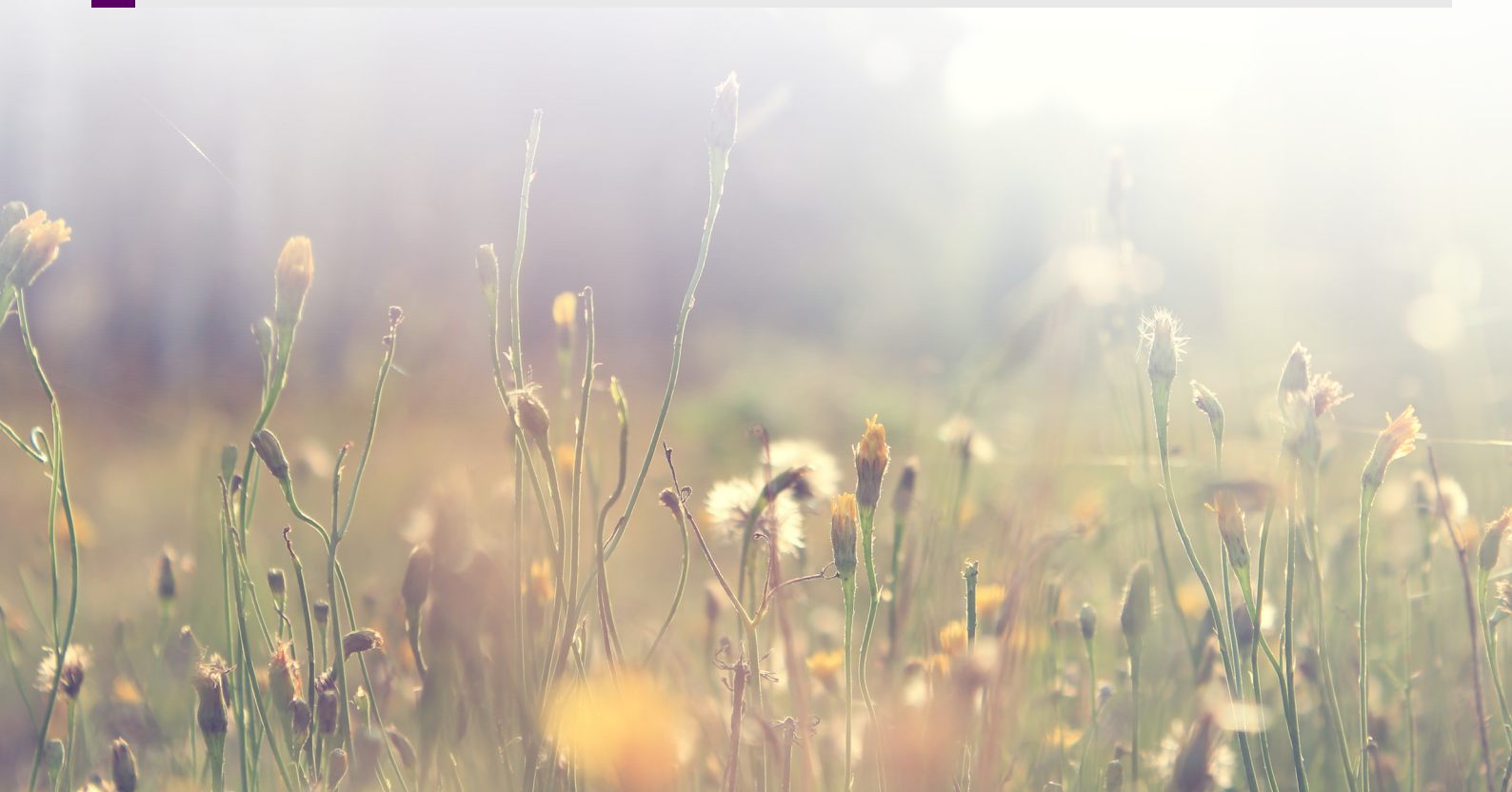
Obtaining date of death balances from financial institutions, banks, HM Land Registry, the Department of Work and Pensions may cause lengthy delays to the estate administration process. These delays are completely outside of our control and are essential for the progression of the estate.

Renunciation by another legal professional.

When a Will names a legal professional as the Executor, we need them to renounce the appointment in order to complete the estate administration.

Locating missing or unknown beneficiaries or Executors.

In cases of intestacy or where families connections have been lost, we may need to locate people to complete the estate administration. This is a specialist task that requires genealogical research.





About Kings Court Trust

We take care of estate administration. Quickly and completely. There's a family just like yours behind every single estate. That's why we handle each estate with the utmost care.

"I could not have received a more thoughtful, courteous and caring service to help me through a very distressing time. Thank you to everyone I had to deal with. I would recommend Kings Court Trust to anyone who needed your services. Thank you from the bottom of my heart as I felt among friends when dealing with every member of staff I had contact with."

Carol, TrustPilot Review June 2019.

Speak to a Kings Court Trust specialist today

 0300 303 9000

 kctrust.co.uk

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