LEDGERWOOD WORKBOOKS

The Executor's Ledger Printable Extras

Extra copies of the logs and record pages that fill up fastest. Print as many as you need, punch them and keep them in a binder, or tuck them into the back of your workbook.

Contents: Institution contact log · Phone call log · Estate ledger · Asset inventory · Account record cards · Creditor claims log · Communication log · Decisions log · Personal funds advanced · Executor time log · Notes

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PRINTABLE EXTRA

Institution Contact Log

INSTITUTION

ACCOUNT / REFERENCE NO.

ESTATE SERVICES DEPT.

PHONE / EXTENSION

FAX, EMAIL OR PORTAL

MAILING ADDRESS

BEST TIME TO CALL

DOCUMENTS THEY REQUIRE

DATE	SPOKE WITH	REF NO.	WHAT THEY ASKED FOR	WHAT I SENT · HOW · TRACKING	FOLLOW-UP

PRINTABLE EXTRA

Phone Call Log

DATE / TIME	ORGANIZATION	SPOKE WITH	REF NO.	SUMMARY	NEXT STEP

PRINTABLE EXTRA

Estate Ledger

LEDGER PAGE NO. | BALANCE BROUGHT FORWARD $ | ESTATE ACCOUNT (LAST 4)

CAT. **I** income · **S** asset sale · **D** debt · **T** tax · **F** funeral · **P** property · **A** professional fees · **B** to beneficiary · **R** reimbursement · **O** other

DATE	DESCRIPTION	PAID TO / FROM	CAT.	IN $	OUT $	BALANCE $	REF

TOTAL IN $ | TOTAL OUT $ | BALANCE CARRIED FORWARD $

PRINTABLE EXTRA

Asset Inventory

Passes by: W will · T trust · B beneficiary · J joint owner · P POD/TOD

ASSET	TYPE	PASSES BY	VALUE AT DEATH $	WHERE I FOUND IT	STATUS

PRINTABLE EXTRA

Account Record Cards

ACCOUNT 1

INSTITUTION | PHONE

ACCOUNT TYPE | LAST 4 DIGITS | HOW TITLED / BENEFICIARY

VALUE AT DATE OF DEATH | WHERE I FOUND IT | STATUS & DATE

ACCOUNT 2

INSTITUTION | PHONE

ACCOUNT TYPE | LAST 4 DIGITS | HOW TITLED / BENEFICIARY

VALUE AT DATE OF DEATH | WHERE I FOUND IT | STATUS & DATE

ACCOUNT 3

INSTITUTION | PHONE

ACCOUNT TYPE | LAST 4 DIGITS | HOW TITLED / BENEFICIARY

VALUE AT DATE OF DEATH | WHERE I FOUND IT | STATUS & DATE

ACCOUNT 4

INSTITUTION | PHONE

ACCOUNT TYPE | LAST 4 DIGITS | HOW TITLED / BENEFICIARY

VALUE AT DATE OF DEATH | WHERE I FOUND IT | STATUS & DATE

PRINTABLE EXTRA

Creditor Claims Log

CREDITOR	RECEIVED	CLAIMED $	TIMELY?	ACCEPT / REJECT	RESPONSE SENT	PAID ON	PAID $

PRINTABLE EXTRA

Communication Log

DATE	WITH	HOW	TOPIC	WHAT WAS SAID / AGREED	FOLLOW-UP

PRINTABLE EXTRA

Decisions Log

DATE	DECISION	WHY: OPTIONS CONSIDERED	CONSULTED	DOCUMENTS

Personal Funds Advanced

DATE	WHAT FOR	PAID TO	AMOUNT $	RCPT	REIMBURSED ON	REF

PRINTABLE EXTRA

Executor Time Log

DATE	HOURS	TASK	MILES / TRAVEL	NOTES

NOTES