

# The Executor's Guide



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You have been named the executor of a will by a friend or family member. Are you prepared to meet the challenge and do you know how to avoid personal liability? Thousands of individuals each year face the daunting and often painful task of settling the estate of a loved one, and even with professional guidance from attorneys, accountants, and financial advisors, they are often ill-equipped to deal with many of the tasks necessary to manage and settle an estate--and may put themselves at serious financial risk. "The Executor's Guide" is the definitive instruction manual for anyone administering an estate under a will. Featuring step-by-step instructions, worksheets, checklists, and timetables, "The Executor's Guide" takes the reader through the entire process--from the time of death to the final closing of the estate. "The Executor's Guide" explains the full range of roles and responsibilities of the executor, including reading the will, hiring and supervising the attorney, dealing with court proceedings, notifying those who are entitled to property, finding and valuing assets, settling with creditors, filing taxes, and distributing the assets. Unique and highly practical elements include a comprehensive Summary of Assets (from Annuities to Videos), a glossary of essential terms, and a series of key questions to ask your attorney. Written in highly accessible language by an expert in the field, "The Executor's Guide" is at once authoritative and user-friendly--an essential resource for any family.

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