

# Estate Administration Services



## ESTATE PLANNING SERVICES

Serving as an executor is an honor and a privilege. Being an executor may also require a significant time commitment and a great deal of technical knowledge about estate laws. Appointing an agent to assist in the duties can help simplify the estate settlement process. When Merrill Lynch Trust Company\* (MLTC) is chosen as the agent, we can help the executor navigate the estate administration process from start to finish.

### WHAT DOES IT MEAN TO BE AN EXECUTOR?

An executor is asked to undertake a wide range of duties. These will typically include reviewing the will, identifying assets and satisfying debts. Part of the executor's responsibility is to prepare, working with a tax advisor, final tax returns for the deceased and document all financial decisions. Additionally, the executor communicates and discusses provisions of the will with the beneficiaries, which sometimes requires having difficult conversations with close friends or family members. The process of settling an estate can take up to 18 months to complete.

### WHY CHOOSE MERRILL LYNCH TRUST COMPANY?

MLTC integrates the traditional strengths of a corporate fiduciary with the breadth and depth of a leading financial services firm, including a dedicated Estate Settlement Services Group that provides a comprehensive suite of estate and trust settlement services.

When MLTC is appointed as the agent, we provide:

- **Specialized Service** – Our dedicated Estate Settlement Services Group works closely with Merrill Lynch Financial Advisors to wholly focus on providing comprehensive and timely service during the estate and trust settlement process.
- **Nationwide Service, Global Exposure** – We accept estate administration business in all 50 states. We also provide estate administration services for beneficiaries outside the United States by leveraging the global presence of Merrill Lynch.
- **Simplicity and a Single Point of Contact** – We can locate and arrange for the services of appraisers, accountants and other professionals that may be needed in the administration of an estate.

- **Impartiality and Compassion** – Our primary interest is the timely and fair completion of the estate settlement process. As an impartial advisor, we can help resolve any estate-related conflicts among family members or beneficiaries.

### HOW CAN WE HELP?

MLTC specializes in the complex issues of estate administration. We simplify and streamline the estate administration process by providing services tailored to your specific needs. We can:

- **Execute the Will** – Coordinate the probate proceedings with the estate's attorney, and assist with proving and defending the will.
- **Collect and Value Assets** – Conduct the collection of assets and provide valuations for marketable securities, arrange appraisals for personal and real estate property, and evaluate closely held business interests and special assets.
- **Oversee Real Estate** – Manage real estate property until sold, and determine community property divisions as required.
- **Pay the Bills** – Review and pay bills, cancel all subscriptions, services and utilities as needed, arrange for creditor notice and receive and pay all proper claims.
- **File Tax Returns** – Prepare and file all fiduciary income tax returns and any information reporting required by law, along with any tax returns required by other states for real and tangible personal property.
- **Serve Solely as Executor or Trustee** – Work with attorneys or accountants as needed, such as assisting a named fiduciary as co-executor, co-trustee or agent for fiduciary.

\*Merrill Lynch Trust Company is a division of Bank of America, N.A.

Merrill Lynch Wealth Management makes available products and services offered by Merrill Lynch, Pierce, Fenner & Smith Incorporated ("MLPF&S"), a registered broker-dealer and member SIPC, and other subsidiaries of Bank of America Corporation ("BAC").

Trust and fiduciary services are provided by Merrill Lynch Trust Company, a division of Bank of America, N.A., member FDIC.

Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
----------------------	-------------------------	----------------

MLPF&S and Bank of America, N.A., make available investment products sponsored, managed, distributed or provided by companies that are affiliates of BAC or in which BAC has a substantial economic interest, including BofATM Global Capital Management.

## **HOW DOES MLTC DELIVER ESTATE ADMINISTRATION SERVICES?**

MLTC's dedicated Estate Settlement Services Group provides services through teams located in a network of regional offices across the U.S. Each estate account is assigned a dedicated Trust Officer in order to understand each family's needs and provide customized services for the estate.

Our Estate Settlement Services Group is solely focused on estate and trust settlement, and works with our associates specializing in real estate, business assets and other unique holdings to administer a variety of asset types for straightforward—or large and complex—estates.

MLTC offers sophisticated fiduciary investing expertise. We can manage assets to the extent needed during estate settlement. When cash flow is required to settle the estate, we can liquidate assets appropriately, with attention to asset allocation and sector balance in the portfolio. Concentrated positions, and securities whose core fundamentals may be deteriorating, can also be addressed.

## **TO LEARN MORE CONTACT A MERRILL LYNCH FINANCIAL ADVISOR**

At MLTC, we focus on providing compassionate attention to your needs. Our services are tailored to your situation, helping to ensure that the objectives and requirements of the estate are met precisely and effectively. For more information on how MLTC can help with your estate administrative needs, please contact your Merrill Lynch Financial Advisor.



Bank of America Corporation