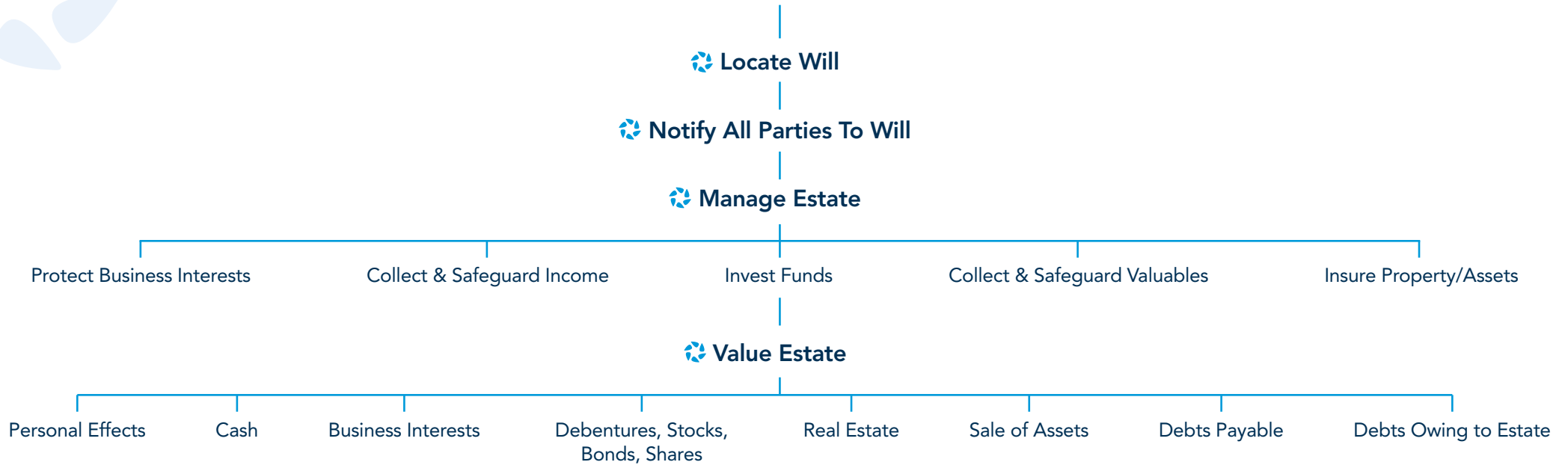
 Duties of an  
Executor:  
Flow Chart



# Duties Of An Executor



## Obtain Authority To Administer Estate

Apply For Probate (With Will) or Letters of Administration:

1. With Will (No Executor)

2. Intestate (No Will)

## Pay All Outstanding Debts

If Necessary Sell Sufficient Assets to Pay Liabilities

Establish Trusts

Continue Administration According To Terms of Will/Ongoing Matters

## Complete Income Tax Returns

Obtain Clearance From Australian Tax Office For Deceased And Estate

## Distribute Estate

Prepare Final Statement For Beneficiaries

Distribute Assets to Beneficiaries

Beneficiaries to Acknowledge Receipt of Beneficial Entitlement\



## Duties of an Executor

### Have you been appointed an Executor of a Will?

#### Consult the experts – Allion Legal

There's simply no substitute for experience.

For more than 30 years Allion Legal have specialised in preparing Wills. With our help, you can ensure that those you care about are looked after in the way that you wish.

Contact us today for assistance with making or updating your Will, and let us keep it secure for you and your loved ones.

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