

SETTLING ACCOUNTS FOR
DECEASED MEMBERS

OUR SYMPATHY

We want to extend our sincerest condolences on the loss of your loved one. Navigating the journey of settling their accounts can be overwhelming, especially because all accounts are unique. While we hope this guide facilitates your understanding of what to expect, you may also find it beneficial to seek the direction of a lawyer, tax professional, or trusted advisor for additional assistance. When you're ready to take the first steps, know that we are here to help you.

This guide was created to help you settle your loved ones' accounts in the most seamless and simple means possible. Each situation is unique and, depending on your loved one's relationship with The Summit, some accounts may need to be closed, paid in full, or refinanced. We will work with you to determine what will be required and openly communicate what you can expect along the way.

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DOCUMENTATION

- Once we are notified of your loved one's passing, we will need specific, original documentation to begin resolving their financial relationship. Please don't worry, all originals will be returned to you.

In all cases, we need:

- ✓ The Original Death Certificate *(we will return it)*

Depending on your unique situation, we may also require:

- ✓ Certificate of Voluntary Administration
Issued for small Estate proceedings, regardless of the presence of a Will, when assets do not exceed \$50,000. (excluding real property)
- ✓ Letters of Administration
Issued when the decedent did not have a Last Will and Testament
- ✓ Letters Testamentary
Issued when the decedent had a Last Will and Testament
- ✓ Tax ID Number (TIN) of the Estate
Assigned by the IRS
- ✓ Letter of Intent
Instructs The Summit how the recipient would like to receive their funds

WHAT IS PROBATE?

Assets which were still owned by a person when they pass away become the decedent's Estate. Probate is the term for a legal process for administering a decedent's Estate. During this process, the Will, if there was one, is reviewed by the court to determine whether it is valid and authentic. If the decedent had a Will, an Executor is appointed to handle the Estate. If a Will was not established, the court appoints an Administrator of the estate, which is typically a spouse or relative. Probate is intended to protect the decedent's wishes and ensure the intended person(s) eligible to receive assets can do so. The court also uses probate to ensure all applicable debts and taxes are paid in full.

If the decedent had accounts with designated beneficiaries, or joint accounts with "rights of survivorship" designated, then the probate process may be relatively quick. The speed in which someone's Estate can be settled depends on the size and complexity of the Estate, as well as that state's probate laws. We believe it is best to consult an attorney regarding settling Estates.

SHOULD I OPEN AN ESTATE ACCOUNT?

It can be beneficial to open an estate account as a way to manage your loved one's assets. Having a central account can make it easier for authorized individuals to make deposits or withdrawals when settling accounts. Estate accounts can be used for things like funeral expenses, outstanding bills, paying beneficiaries, and more. You may establish an estate account with The Summit if the decedent was a member of The Summit FCU at the time of their passing, or if all executors/administrators of the Estate are eligible for membership.

Once eligibility has been determined, we will need the following original documents to establish the estate account:

- Death Certificate
- Tax Identification Number of the Estate
- Court documents designating the Executor(s) or Administrator(s)
- Valid Identification for all Executor(s) or Administrator(s)

WHAT HAPPENS TO POWERS OF ATTORNEY FOR THE DECEDENT?

When a principal passes away, any powers of attorney granted for that person come to an end. At that point, applicable joint members, beneficiaries, or the decedent's Estate will be the only ones able to retrieve information and funds from the account.

SETTLING ACCOUNTS

Before we are able to provide information on your loved one's account(s), we will need the required documentation outlined in the **Documentation** section of this guide. This assures us we are providing information to entitled parties and assuring the safety and security of the your loved one's private information.

Savings, Checking, Share Certificates, Money Market/Max

DEPOSITS

The Summit is required by law to return direct deposits from certain federal agencies that were received on or after your loved one's date of death, including but not limited to:

- ✓ Funds paid from the U.S. Treasury Department, specifically:
 - ▶ Social Security/Supplemental Security Income (SS/SSI)
 - ▶ Civil Service Retirement (OPM)
 - ▶ Railroad Retirement Board (RRB)
 - ▶ Department of Defense Retirement (DFAS)
 - ▶ Department of Veterans Affairs Retirement (VA)
- ✓ Any checks payable to the decedent will need to be deposited into an Estate Account

Before an account can be closed, all deposits must cease. For this reason, we encourage you to reach out to all businesses or companies who make regular deposits into the account and notify them of the death to prevent further transactions. Examples of other deposits include:

- ✓ Pension
- ✓ Payroll
- ✓ Investments

WITHDRAWALS

Likewise, all transactions (including withdrawals) must be stopped. We encourage you to contact all businesses or companies that make regular/automatic withdrawals from the account and notify them of the death to prevent further transactions. Examples of withdrawals include:

- ✓ Mortgage payments
- ✓ Vehicle loan payments
- ✓ Mobile phone company bills
- ✓ Credit Card payments
- ✓ Other subscription payments

If you would like to continue making those payments, you will need to provide that company/business with a new account for the funds to be taken out of.

Individual Retirement Accounts (IRAs) and Health Savings Accounts (HSAs)

Once the Death Certificate is received, designated beneficiaries of these specially titled shares will receive a letter, from a company named Ascensus, providing information on the disbursement of any funds in these shares. We may need to verify or update beneficiary addresses to ensure a successful delivery of the forms. If there aren't any beneficiaries designated, the funds will be made payable to the Estate.

Loans

All loans which have balances will be reviewed, and the necessary steps for resolution will be communicated to the responsible/authorized individual(s). Certain revolving loans may no longer allow disbursements (i.e. Overdraft Line of Credit, Home Equity Line of Credit, however, some exclusions which may apply). Depending on the type of loan, when it was taken out, and other factors, we may use funds on deposit to satisfy loan balances.

Credit Cards

If your loved one was the only owner of a credit card account, once we are notified of your loved one's passing, we will block the account to prevent future purchases and to safeguard the account from unauthorized transactions. If the credit account was a joint account and your loved one was the primary owner, the account will need to be closed and any remaining owners will need to reapply for future cards. However, since it is a joint account, any remaining owners will still be able to use the card while they get the new account established, and any remaining balance will become their responsibility.

Accounts by Ownership

INDIVIDUALLY OWNED ACCOUNTS

To protect against any unauthorized transactions on your loved one's account, we block the following services:

- ✓ All debit and credit cards associated with the account
- ✓ Online Access
- ✓ Bill Pay
- ✓ Quik Tran
- ✓ Shared Branching
- ✓ Additional advances on lines of credit

If you would like to continue making those payments, you will need to provide that company/business with a new account for the funds to be taken out of.

JOINT ACCOUNTS

When one of the owners on a joint account passes, to avoid any unauthorized transactions we block any debit or credit cards in the deceased member's name.

If the primary member passes away, we will need to close the account as soon as possible and all services listed under Individually Owned Accounts will be blocked. This is because all tax obligations are reported in the name of the primary member, so we encourage you to reconcile the account promptly to avoid any tax implications.

If the joint member passes away, the account can remain open. We will need the original death certificate in order to remove the deceased individual from the account, and a new membership application completed and signed by the remaining owner(s).

Accounts by Title

REVOCABLE/IRREVOCABLE TRUST ACCOUNTS

As outlined in the Trust Agreement, trusts generally require the services of an attorney. You should refer to your Trust Agreement and contact the attorney who is helping you settle the Trust account. In the case of trust accounts, the designated Trustee(s) is/are responsible for disbursement of funds to beneficiaries.

TOTTEN TRUST (POD) ACCOUNTS

The beneficiary(ies) of a Totten Trust account will need to contact us directly to settle their portion of the account.

THE SUMMIT RETIREMENT & INVESTMENT SERVICES

Once the Death Certificate is received, designated beneficiaries of these specially titled accounts will receive a letter, from LPL Financial, providing options for the disbursement of funds. If there aren't any beneficiaries designated, the funds will be payable to the Estate.

CHECKLIST

To help you with the settlement process, this checklist outlines what we will need from you based upon your loved one's unique situation:

Documents needed (originals):

☐ Death Certificate

☐ Letters of Appointment

Did the decedent have a Will?

If so, we will need:

☐ Letters Testamentary

☐ Estate's Tax ID Number

If not, we will need:

☐ Letters of Administration

☐ Letter of Intent

☐ Identification for Executor(s)/Administrator(s)/Beneficiary(y/ies)

Deposits (Payroll, Investments, Pensions, etc.) Monthly, quarterly, yearly

TYPE OF DEPOSIT	COMPANY/BUSINESS NAME	CANCELED?

Withdrawals (Bills, Investments, etc.) Monthly, quarterly, yearly

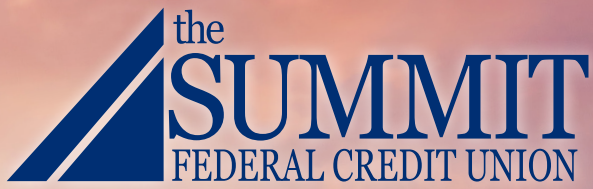
TYPE OF WITHDRAWAL	COMPANY/BUSINESS NAME	CANCELED?

IRA/HSA or Totten Trust Account

☐ Updated beneficiary contact information

Summit Retirement and Investment Services

☐ Updated beneficiary contact information



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