# Wills & Estates: **Executors**

## What is an Executor?

An Executor is the person(s) you appoint in your Will to take on the responsibility of administering your Estate once you have passed away. Their primary role is to distribute your assets to your nominated beneficiaries in accordance with the wishes reflected in your Will.

## How do I appoint an Executor?

You can appoint one or more Executors by executing a Will. It is recommended that you consider appointing more than one Executor either to act together with the other, or as a back-up Executor in the event that your first preference Executor predeceases you or is unable to act.

Given the nature of the duties of an Executor, you should consider appointing trusted family members or friends and ensure that they are willing to take on the obligations required of them.

## What does an Executor do?

Common duties of an Executor include:

- Locating the Will
- Arranging the Funeral
- Notifying financial institutions, government agencies and utilities services of the Will maker's death
- Obtaining a Grant of Probate from the Supreme Court (if required)
- Ensuring Estate debts are paid
- Communicating with the beneficiaries
- Distributing the assets of the Estate to the beneficiaries in accordance with the terms of the Will
- Arranging for the Will maker's tax return to be completed (if required)

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