



# Checklist for the estate administrator

We have compiled a list of the most important matters to take care of after the death of a loved one. You can administer a death estate easily online. Send documents (extract from the population register, estate inventory deed and attachments, power of attorney) and bills to us online at [op.fi/death-estate](http://op.fi/death-estate)

## BEFORE THE ESTATE INVENTORY

In most cases, we receive word of our customer's death directly from the Population Information System. After receiving word of the death, we will terminate the decedent's digital services with OP, deactivate all cards and remove any access rights to accounts.

### Extract from population register on the deceased

The extract from the population register proves that you are a distributee of the estate. You will need the extract in order to handle banking affairs for the estate. Order the extract from the Digital and Population Data Services Agency or from the decedent's parish.

### Bills and debts

Pay the estate's bills by sending them to us in the online service. You can also pay bills at the bank branch during the opening hours of cashier services. Bring along your personal ID document and an extract from the population register proving that you are a distributee of the estate, if available.

A list of the decedent's pending payments, e-invoice orders and direct payments is enclosed in the letter of condolences. Check the list and terminate any unnecessary pending payments and direct payments by phone or at a branch. The decedent's e-invoice orders have terminated in connection with the termination of their digital services. In future, the e-invoices will arrive on paper.

If you know that the deceased had debts, be sure to get in touch with us in order to make the needed repayment arrangements.

### Insurance

Terminate any life insurance policies. Life insurance can be terminated retroactively from the date of death. You can make changes to the death estate's insurance policies after the estate inventory if you have authorisation from other distributees of the estate.

Any property insurance (e.g. home insurance) under the name of the deceased person will remain valid after his/her death. These policies will not cease to be effective until they are terminated or when the insured property is distributed or sold.

## ESTATE INVENTORY

The estate inventory is a list of the death estate's assets and distributees. The estate inventory must be completed within 3 months of the date of death. You can apply for an extension from the Finnish Tax Administration if needed.

We recommend using the services of a legal professional to carry out the estate inventory. Most professionals will handle all aspects of the estate inventory, from identifying the distributees to gathering all necessary appendices and determining the estate's assets.

## **Last will and testament**

The deceased may have left a last will and testament in their personal files or stored in the bank. If the deceased had a safe deposit box, visit the bank to make an inventory of its contents and find out whether it contains a last will and testament. Call the bank branch in advance to book an appointment.

## **Reviewing the estate inventory**

Once the estate inventory deed is completed, deliver it to us along with any appendixes. The bank is obligated to review the estate inventory. For information on required appendices, see [op.fi/death-estate](http://op.fi/death-estate)

# AFTER THE ESTATE INVENTORY

## **Power of attorney**

In the power of attorney, the estate's distributees decide who is authorised to act on the estate's behalf and in what scope. The power of attorney is effective once we have reviewed the estate inventory.

You can fill in the power of attorney for banking and insurance with the user ID of any Finnish bank at [op.fi/death-estate](http://op.fi/death-estate). If you wish, you can print out the template for the power of attorney from the service. The template will also arrive by mail to the decedent's address along with a letter of condolence.

The products of OP Life Assurance Company use a separate power of attorney template that can also be found online at [op.fi/death-estate](http://op.fi/death-estate)

## **Estate distribution**

The estate can be distributed only after the estate's debts have been paid off and the widowed spouse has received his or her share of marital assets.

After the estate inventory has been completed and reviewed and you have authorisation from all distributees of the estate, you can distribute the estate and terminate the estate's services. To do this, book an appointment at any OP cooperative bank branch.

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You can ask OP Koti for the home and real property appraisal needed for the estate inventory.

Contact us at [op-koti.fi](http://op-koti.fi)



Did you know that you can also ask OP to prepare the estate inventory?

We charge a fee for our legal services in accordance with our list of charges and fees. This will be paid primarily from OP bonuses earned by the death estate. Call us for more information.

Read more at [op.fi/death-estate](http://op.fi/death-estate)

If you need assistance in banking or insurance matters related to a deceased person's estate, call OP customer service at 0100 0500. When calling, first select Private Customer Banking Services, followed by Death Estate Affairs. In affairs of the death estate that concern Pohjola Insurance, call 0303 0303. Call charge for numbers beginning with 0100 and 0303: local/mobile network rate (lnr/mnr). Queuing is also subject to a charge.