

The Road to Retirement: A Checklist

	Undertakings	Days before Deadline	Due Date	Completed	Comments
1	Prepare Master File List	180			
2	Stop Accepting New Files	120			
3	Advise clients of retirement	120			
4	Open file details (where are they going)	90			
5	Closed file details (storage & shredding)	90			
6	Review WIP & unbilled disbursements	75			
7	Review wills – take any appropriate action (Return originals to testators)	60			
8	Return original docs to clients or satisfy UT's or trust conditions	60			

9	Return all trust monies/property to clients	30			
10	Notices re registered office/original docs/property – provide notice	30			
11	Close all trust accounts and provide confirmation of closure (bank letter) to the LSA	15			
12	Provide application to inactive status form to LSA	15			
13	Final accounting upload and final self-report	15			
14	Cancel email address, LinkedIn account/social media, firm's website	0			
15	Remove all firm signage & lock the door	0			