

# ESTATE PLANNING CHECKLIST

#### 1. Last Will & Testament

- Appoint a guardian for children
- Appoint a guardian for pets
- Decide who gets what
- Appoint an Executor to carry out your wishes

#### 2. Living Trusts

- Inventory all assets and decide who gets what
- Place all assets in the name of the Trust
- Appoint a successor Trustee to manage the Trust once you pass

#### 3. Designation of Beneficiaries

- Appoint a beneficiary for all non-probatable assets, which include:
- Retirement accounts
- Life insurance policies
- Pensions

#### 4. Healthcare Documents

- Declare your healthcare preferences in a Healthcare Directive (Living Will)
- Appoint an agent to make medical decisions on your behalf in a Medical Power of Attorney

#### 5. Financial Power of Attorney

- Appoint an agent to make manage your finances on your behalf
  - Specify any special instructions for your agent such as donating a certain amount to a certain charity

#### 6. Insurance & Financial Information

- Gather copies of all insurance policy documents (life, health, car, home)
- Create a list of financial accounts and institutions (bank, accounts, credit cards, mortgages, loans)

#### 7. Proof of Identification

- Inventory all assets and decide who gets what Place all assets in the name of the Trust
- Appoint a successor Trustee to manage the Trust once

#### 8. Titles and Deeds

- Gather all titles and deeds for your assets
- (homes, vehicles, real estate)

  If you have a Trust, re-title all assets into the ownership of the Trust

#### 9. Digital Accounts

Gather a list of all digital assets (financial accounts, social media accounts, emails, streaming services, etc.)

#### 10. End-of Life Instructions

- Lay out your instructions for funeral preferences: Method of disposition (burial, cremation, etc.)
- Type of service
- What you want done/said



# **Readings In Estate Planning Ii 3341 F95**

**Carolynn Tomin, Colleen Carcone** 

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