

Elder Law & Estate Planning Center

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ESTATE PLANNING CHECKLIST

In times of uncertainty, your estate planning documents become even more important. More than telling people what to do with your money and property after you die, your documents give trusted individuals the authority to take care of you should you be unable to take care of yourself. Now is the time to evaluate your estate plan. Use this checklist to help make sure your documents are complete and still reflect your wishes.

Your Documents	Yes	No
Can you find all of your estate planning documents? If not, check with the attorney who created them and retrieve the original documents.	<input type="checkbox"/>	<input type="checkbox"/>
Are your documents easily accessible to you and your loved ones? Consider letting your executor and/or successor trustee know where your estate plan is located.	<input type="checkbox"/>	<input type="checkbox"/>
Important Roles in Your Estate Planning	Yes	No
Who is listed as the personal representative/executor in your will or pour-over will ? Is this person currently able to administer your estate if you were to pass away? Did you name a back-up?	<input type="checkbox"/>	<input type="checkbox"/>
Who is listed as the successor trustee of your revocable living trust ? Is this person currently available to manage your trust if you can't? Remember, a successor trustee can step in if you are unable to act as trustee, even during your lifetime.	<input type="checkbox"/>	<input type="checkbox"/>
Who is listed as the guardian for your minor child(ren) ? Did you name a back-up? If something were to happen to you tomorrow, can this person come and take care of your child(ren)?	<input type="checkbox"/>	<input type="checkbox"/>
Who is listed as the agent under your financial power of attorney ? Is this individual able to act on your behalf (write checks, pay bills, etc.), right now, if you need them to? Did you name a back-up?	<input type="checkbox"/>	<input type="checkbox"/>
Who is listed as the agent under your health care or medical power of attorney ? If something were to happen to you tomorrow, would this person be able to meet you at the hospital, within a reasonable amount of time, to convey your medical wishes to health care providers? Did you name a back-up?	<input type="checkbox"/>	<input type="checkbox"/>
Have you informed these individuals that they have a role in your estate plan? If not, now is the perfect time to touch base and let them know.	<input type="checkbox"/>	<input type="checkbox"/>

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ESTATE PLANNING SELF CHECKLIST (continued)

Distributions at Your Death	Yes	No
You likely established a "distribution plan" in your will or trust - this is the manner and time your children/beneficiaries will receive an inheritance at your passing. Are the distributions still appropriate based upon their age, maturity, and current situation?	<input type="checkbox"/>	<input type="checkbox"/>
Has anything changed with respect to your children since your documents were prepared: have they gotten married or divorced (or are they having legal or creditor problems)? Do you now have grandchildren that are not provided for in your estate plan?	<input type="checkbox"/>	<input type="checkbox"/>
Have any of your named beneficiaries already passed away? Are back-up beneficiaries named in your will or trust? Do the named beneficiaries reflect your current wishes?	<input type="checkbox"/>	<input type="checkbox"/>
Has anything changed with respect to your other beneficiaries you named that you would like to change how much or when they receive an inheritance from you? (Due to marriage, divorce, the birth or adoption of a child, creditor or legal issues, health issues, substance abuse, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Trust Funding/Distribution Designations	Yes	No
If you have a trust, have you acquired new property (real estate), bank or investment accounts, or other valuable property since your trust was signed? Did you receive an inheritance? Make sure the "title" of such property is your trust.	<input type="checkbox"/>	<input type="checkbox"/>
Are all of your accounts and property properly titled into the name of the trust, or has the trust been named as a beneficiary of those accounts or property upon your death?	<input type="checkbox"/>	<input type="checkbox"/>
Are the beneficiary designations on your retirement accounts up to date?	<input type="checkbox"/>	<input type="checkbox"/>
Are the beneficiary designations on your life insurance policies up to date?	<input type="checkbox"/>	<input type="checkbox"/>

If you cannot find your documents, have any questions, or realize something in your estate plan needs updating, please give us a call. We are here to help.

After going through the checklist, if everything is in order, set this aside and move forward with peace of mind knowing your estate planning documents will protect you during this turbulent and stressful time.