

Checklist of Estate Planning Things To Do

This is a sampling of things that should be done.

Note: This checklist is preliminary to meeting with an attorney and some of the items might need explanations from your attorney. This checklist is not a substitute for any legal advice which can only be provided by a qualified attorney.

#	Description	Done(T)	Comments
1	Make a listing of all assets and liabilities		
2	Prepare a listing of intended beneficiaries and second and successor beneficiaries. Indicate if specific assets will be distributed to certain beneficiaries		
3	Decide if bequests will be granted outright or in trust. If in trust, determine the terms of the disposition of the income and principal		
4	Decide who will be the executor and alternates. Decide if a Bank will be ultimate alternate executor		
5	Decide who will be the trustees and alternates. Decide if a Bank will be ultimate alternate trustee		
6	Decide if statutory fees will be paid to executors and trustees and whether a bond will be necessary		
7	Option copies of previously signed designation of beneficiary forms from IRA accounts., 401k, 403b, Pension plans, Life insurance policies, and any other account maintained where a beneficiary may have been designated		
8	Meet with attorney		
9	Need a will		
10	Discuss with attorney if you should set up and transfer assets to a Revocable Living Trust. If a Revocable Trust is set up, determine what assets will be transferred to the trust and how and when.		
11	Need a Health Care Proxy and Living Will. Determine who will be designated as Health Care Agent (and alternate).		
12	Need a Durable Power of Attorney. Determine who will be designated as Agent (and alternate) and what powers they will have.		

13	<p>Decide if any bequests will be made to charitable organizations.</p> <p>Decide if a charity will be an ultimate beneficiary if there are no other beneficiaries living.</p>		
14	<p>If a business is owned with others, there should be a shareholders', partnership, member's buy-sell agreement in place. It should be reviewed to determine if it is still applicable, relevant or current.</p> <p>If business is not owned with others, have arrangement been made for its sale after death of owner?</p>		
15	<p>Prepare a statement of values—religious, ethical, moral or social</p>		