

Estate planning

papers to gather

_____ Property titles

_____ Bank/brokerage account information

_____ Retirement plans

_____ life insurance policies

_____ Marriage certificates or divorce decrees

_____ pre and post nuptial agreements

_____ birth certificates

_____ previous years income tax returns (local, state and federal)

_____ Social Security number

_____ Auto, life, health, and disability policies
(include premium amounts and due dates)

_____ employee benefit plan information (health, disability, retirement)

_____ investment, checking and savings accounts

_____ location, deeds, and mortgage information for real estate

_____ Debts owed or due (personal loans, auto loans, credit cards,
charge accounts, notes payable, notes receivable from others)

_____ business agreements relating to corporations, partnerships or
sole proprietorships (location, names, buy/sell agreements_

_____ Names, phone numbers, email addresses, physical addresses
of those to be notified in the event of your
incapecation or death

location of valuable papers

Being able to find valuable papers quickly is vital to you and your survivors, Under the column.
clearly identify the specific desk and drawer, closet, safety deposit box, box, etc where each
valuable paper is kept.

Type of information and location
Wills/trusts and instructions

_____ Your will/trust

_____ Your spouse's will/trust

_____ copies of wills/trusts

_____ burial, cremation, funeral directions

_____ memorial society directions

_____ Special letters of instruction

_____ power of attorney
(medical power of attorney, financial power of attorney,

_____ health care power of attorney

_____ location of burial plot and title information

Personal

- _____ birth certificates

- _____ baptism certificates or baptism records

- _____ Marriage certificates

- _____ Adoption Certificates

- _____ divorce certificates

- _____ naturalization papers

- _____ diplomas and other special education papers

- _____ passports

- _____ social security cards

- _____ employment records

- _____ Armed forces records

- _____ Family health records (include doctor names)

- _____ pre-or post-nup agreements

Personal property

_____ Property titles

_____ insurance (life, health, accident)

_____ savings bonds

_____ safety deposit box and Key

_____ income tax records

_____ Cancelled checks and stubs

_____ inventory of household goods

_____ motor vehicle titles

_____ computer account names and passwords

_____ location of backup for computers

_____ cell phone passwords and related

_____ registrations motor vehicles, boats, dogs, etc

About you

_____ name

_____ other names use include nicknames

_____ social security number

_____ home address

_____ other residences

_____ telephone (include home phone and cell phone)

_____ occupation

_____ employer

_____ position

_____ business address

_____ place of birth citizenship

_____ Marital status

_____ prior marriage(S) list names, dates married

_____ names of children and dates of birth and other useful data
such as marriage dates and grandchild data

About your spouse

_____ name

_____ other names use include nicknames

_____ social security number

_____ home address

_____ other residences

_____ telephone (include home phone and cell phone)

_____ occupation

_____ employer

_____ position

_____ business address

_____ place of birth citizenship

_____ Marital status

_____ prior marriage(S) list names, dates married

_____ names of children and dates of birth and other useful data
such as marriage dates and grandchild data

_____ tribal membership or registration

assets you, spouse, joint

_____ cash, bank accounts

_____ credit union

_____ Money market funds

_____ Bonds & Bond Funds

_____ Stock and mutual funds

_____ residence

_____ second homes

_____ investment, real estate

_____ business ownership interests
(sole proprietorship, partnerships or corporations)

_____ retirement plans including IRA's

_____ IRA

_____ Keogh

_____ pension

_____ profit sharing

_____ 401(k)
primary beneficiaries
secondary beneficiaries

_____ 403(b)

primary beneficiaries
secondary beneficiaries

_____ Social security

_____ Medicare, medicare supplement, medicare Rx

_____ other

_____ interests in estates or trusts

_____ home furnishings

_____ automobiles

_____ collections

_____ other personal effects

_____ miscellaneous assets

Insurance policies

_____ insurance company policy 1

_____ policy owner and policy number

_____ death benefit, cash value, policy loan

_____ primary beneficiary

_____ secondary beneficiary

_____ insurance company

_____ policy owner and policy number policy 2

_____ death benefit, cash value, policy loan

_____ primary beneficiary

_____ secondary beneficiary

_____ insurance company

_____ policy owner and policy number policy 3

_____ death benefit, cash value, policy loan

_____ primary beneficiary

_____ secondary beneficiary

_____ Home owner's policy

_____ Umbrella liability policy

_____ home owner's umbrella policy

_____ Automobile policy

_____ Second home policy

_____ boat policy

_____ long term care policy

LIABILITIES

_____ debt# 1

_____ creditor

_____ debt # 2

_____ creditor

_____ Debt #3

_____ creditor

_____ line of credit # 1

_____ lline of credit # 2

_____ line of credit3 3

credit cards include card owner such as bank or credit union

_____ Credit card # 1

_____ credit card 3 2

_____ credit card # 3

Debit cards include information such as owner credit union or bank

_____ card # 1

_____ card # 2

advisors

_____ accountant

_____ insurance agent (life insurance, auto insurance, home insurance, etc)

_____ investment advisor

_____ stock broker

_____ attorney(s)

_____ physicians

_____ other consultant or advisor

Charitable giving

_____ charities I/we would like to support
include name, tax ID number, address for each charity

_____ Are there any continuing rights or obligations arising pursuant to any property settlement agreement of divorce decree from prior marriages?

_____ Have you or your spouse filed gift tax returns or made any gifts (outright or in trust) exceeding \$12,500 per year to any person? (this amount may change as the law changes)

_____ Do you or your spouse have a power of appointment or other interest under a will or trust created by someone else?

_____ Do you or your spouse expect a significant inheritance?

_____ Are you or your spouse a party to a buy-sell agreement, stock option plan, salary continuation plan or other deferred compensation plan other than a qualified pension or profit sharing plan?

- _____ 6. How do you want your estate distributed among your beneficiaries?
- _____ 7. Is there anyone other than your spouse and children for whom you are financially responsible or to whom you or your spouse wish to leave any part of your estate?
- _____ 8. Is each spouse capable of managing financial affairs?
- _____ 9. If a trust is established for the surviving spouse, to what extent should he or she be permitted to invade the principal?
- _____ 10. Do you want any assets to pass to your children before the second spouse's death?
- _____ 11. Do you want assets passing to your children or grandchildren to be held in trust until a specific age?
- _____ 12. If so, at what ages should the trust require distributions of income or principal to your children and grandchildren? (The trustee can be given discretion to make distribution prior to such ages, and all benefits need not be treated the same.)
- _____ 13. If the child is under 18 when legal guardians die, who do you want to raise the child?
- _____ 14. If you and your spouse were to die and none of your issue (lineal descendants) survive, to whom do you want your assets to pass?
- _____ 15. Should any special problems be considered or special allowances be made to any person, for example, for physical or mental disabilities?
- _____ 16. Have you and your spouse named the executors of your estate? (You may each select one or more individuals and/or a bank.)
- _____ 17. Have you and your spouse named the trustees of any trusts established in your wills? (You may select one or more individuals and/or a bank/trust company.)
- _____ 18. If a child dies while assets are in trust for him/her do you want such child to be able to leave any of such assets to his or her spouse?
- _____ 19. Do you have any preferences as to funeral, burial and/or anatomical bequests?
- _____ 20. Do you need a power of attorney or a living will directive/health care surrogate?