LAWYERS.TWUPRO.COM

Estate Planning Documents Checklist

Use this checklist to see which documents you have, which need updating, and what to bring to an estate planning lawyer.

Name: _____ Date: _____ Case/claim no.: _____

Core documents

- ☐ Will, naming an executor and guardians for minor children
- ☐ Durable financial power of attorney
- ☐ Health care power of attorney or proxy
- ☐ Living will or advance directive
- ☐ HIPAA authorization
- ☐ Living trust, if you use one, and records of assets transferred into it

Beneficiary designations

- ☐ Retirement accounts (401(k), IRA, pension)
- ☐ Life insurance policies
- ☐ Bank accounts with payable-on-death designations
- ☐ Brokerage accounts with transfer-on-death designations
- ☐ Confirm primary and backup beneficiaries are current

Asset inventory

- ☐ Real estate and how it is titled
- ☐ Bank, investment and retirement accounts
- ☐ Business interests
- ☐ Vehicles and valuable personal property
- ☐ Debts, mortgages and loans
- ☐ Insurance policies

Practical information

- ☐ Where original documents are stored
- ☐ Contacts for your lawyer, accountant and financial advisor
- ☐ Digital accounts and how to access them
- ☐ Funeral and burial wishes
- ☐ Instructions for pets

Tips

- Review your plan after marriage, divorce, a birth, a death or a move to another state.
- Beneficiary designations usually override what a will says.
- Will signing rules are set by state law; a lawyer can make sure yours is valid.

Official resources

IRS: Retirement topics, beneficiary
https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-beneficiary

IRS: Estate tax
https://www.irs.gov/businesses/small-businesses-self-employed/estate-tax

Consumer Financial Protection Bureau: Managing someone else's money
https://www.consumerfinance.gov/consumer-tools/managing-someone-elses-money/

Notes