## **Estate Planning Checklist**

Last Will and Testament	2. Living Trusts
☐ Appoint a guardian for children ☐ Appoint a guardian for pets ☐ Decide who gets what ☐ Appoint an Executor to carry out your wishes	□ 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	4. Healthcare Documents
Appoint a beneficiary for all non-probatable assets, which include:  Retirement accounts Life insurance policies Pensions	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	6. Insurance/Financial Info
<ul> <li>□ Appoint an agent to make manage your finances on your behalf</li> <li>□ Specify any special instructions for your agent such as donating a certain amount to a certain charity</li> </ul>	<ul> <li>□ Gather copies of all insurance policy documents (life, health, car, home)</li> <li>□ Create a list of financial accounts and institutions (bank accounts, credit cards, mortgages, loans)</li> </ul>
7. Proof of Identification	8. Titles and Deeds
Gather your proof of identification cards:  Social Security Card Birth, marriage, and/or divorce certificates Prenuptial agreements	☐ 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	10.End-of-Life Instructions
☐ Gather a list of all digital assets (financial accounts, social media accounts, emails, streaming services, etc.)	Lay out your instructions for funeral preferences:  Method of disposition (burial, cremation, etc.)  Type of service What you want done/said



# **Smart Guide To Estate Planning**

**Mike Robbins** 

#### **Smart Guide To Estate Planning:**

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