

## Estate Planning Checklist

General information	Yes	No	N/A
1. Has relevant personal information been gathered? <ul style="list-style-type: none"> <li>• Personal details</li> <li>• Family details</li> <li>• Current advisory team</li> <li>• Goals and expectations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has financial situation been assessed? <ul style="list-style-type: none"> <li>• Assets</li> <li>• Liabilities</li> <li>• Life insurance policies</li> <li>• Other insurance coverage</li> <li>• Income</li> <li>• Expenses</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have current documents been reviewed? <ul style="list-style-type: none"> <li>• Will</li> <li>• Trust documents</li> <li>• Power of attorneys</li> <li>• Medical directives</li> <li>• Insurance policies</li> <li>• Buy-sell agreements</li> <li>• Deeds, leases, mortgages, and land contracts</li> <li>• Guardian nominations</li> <li>• Separation/divorce agreements</li> <li>• Tax returns</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have funeral arrangements been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Basics	Yes	No	N/A
1. Is there currently a valid will?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If yes, does will reflect current goals and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does choice of executor remain appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has durable power of attorney been executed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have medical directives been executed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have beneficiary designations for retirement plans and life insurance policies been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has impact of probate been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Trusts</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the use of a living trust appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the use of a testamentary trust appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the use of an irrevocable life insurance trust appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do existing trusts, if any, continue to meet overall objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Estate tax</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Has estate plan been reviewed due to changing tax laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has impact of estate tax been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have options to minimize estate tax been explored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Lifetime gifting</li> <li>• Full use of basic (applicable) exclusion amount and marital deduction</li> <li>• Qualified terminable interest property (QTIP) elections</li> <li>• Qualified domestic trust (QDT) for noncitizen spouse</li> </ul>			

<ul style="list-style-type: none"> <li>• Charitable giving</li> <li>• Grantor retained trusts</li> <li>• Family limited partnership (FLP)/limited liability company (LLC)</li> </ul>			
Notes:			
<b>Lifetime gifting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Have gifts been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a lifetime gifting strategy been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are gift tax consequences understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has consideration been given to types of property suitable for gifting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is valuation discount planning understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Charitable intentions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Have charitable gifts or bequests been planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a charitable trust appropriate? <ul style="list-style-type: none"> <li>• Charitable lead trust</li> <li>• Charitable remainder trust</li> <li>• Pooled income fund</li> <li>• Private foundation</li> <li>• Donor-advised fund</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a charitable gift annuity appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the charitable gift of a remainder interest in a home or farm appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:			
<b>Life insurance issues</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Have liquidity needs of estate at death been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is current life insurance coverage appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have steps been taken to keep life insurance proceeds out of taxable estate?  <ul style="list-style-type: none"> <li>• Policy ownership</li> <li>• Irrevocable life insurance trust</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have beneficiary choices been evaluated in light of overall estate plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Business interests</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Have provisions been made to transfer business interest?  <ul style="list-style-type: none"> <li>• Buy-sell agreement and necessary funding</li> <li>• Sell business</li> <li>• Transfer business with lifetime gifts</li> <li>• Key person buyout</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is liquidation an option?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

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