



Estate Planning Checklist

What You Need to Get Started

AmeriEstate Legal Plan is providing you with this estate planning checklist to help individuals and families ensure that their assets are properly protected from probate and properly managed and distributed according to their wishes in the event of their incapacity or passing. With the help of this checklist, individuals can ensure that all important documents are in order, beneficiaries are properly designated, and all necessary steps have been taken to protect their assets and their loved ones.

No matter how modest, everything you own is considered your estate. Taking stock of what you own is the first step in understanding how best to protect it.

Estate Planning Checklist

- ☐ **Create a detailed inventory of your assets and liabilities. Use the attached Asset Inventory document.**
 - List the value of your home and other real estate along with cars, jewelry, artwork, and other physical assets.
 - Gather recent statements from your bank, brokerage, and retirement accounts.
 - Include the location and contents of any safety deposit boxes or safes.
 - Make a list of all insurance policies, noting their cash values and death benefits.

- ☐ **Select an Original Trustee(s)**

Generally, you and your spouse (if married) serve as the Original Trustee(s).

Primary: _____

Primary: _____

- ☐ Decide on someone you would trust to manage your personal affairs and someone to make healthcare decisions for you should you become incapacitated ...your spouse first, if married, and one or two backups.

- ☐ **Successor Trustee(s)**

These are the people who will manage your trust owned assets/property if you and your spouse (if married) are incapacitated or after you pass away. Select an individual or individuals in whom you have great trust. Professional Trustees are also an option.

- ☐ If you have any minor or special needs children, decide who will be their guardian with at least one backup.

Primary Guardian: _____

Short Term Guardian: _____

Back-up Guardians: _____

- ☐ Decide who your beneficiaries are and what percentage of your estate you want them to inherit.

Full Name: _____

Full Name: _____

Full Name: _____

Full Name: _____



☐ Determine how you want your assets distributed after your death. If you have major assets earmarked for anyone, note that as well.

☐ **Durable Power of Attorney for Asset Management:**

- In the event you become incapacitated, the person(s) you nominate will act on your behalf. Generally, if you are married, your spouse is named as your primary Agent.

Client 1 - Power of Attorney

Client 2 - Power of Attorney

☐ **Advanced Health Care Directive**

- The person(s) you nominate will act on your behalf in making Health Care Decisions for you in the event of your incapacity. Generally, if you are married, your spouse is named as your primary Agent.

Client 1 - Power of Attorney

Client 2 - Power of Attorney

☐ **Gifts Prior to Distribution**

- After you die but before the distribution of your estate into percentages, please list any specific gifts you wish to make to Individuals, Churches, or Charities.
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☐ Consider a contingency plan if any of your primary beneficiaries pass away before receiving their inheritance (e.g. if they die, their share will instead go to their children, their spouse, or to the surviving primary beneficiaries).

☐ Review and update beneficiary designations on retirement accounts, life insurance policies, and other assets.

☐ Communicate your wishes to your loved ones and provide them with copies of your estate planning documents should you desire to do so. The level of confidentiality of these documents is up to you.

☐ Contact AmeriEstate Legal Plan for a free consultation.

Appointment Date and time: _____

By completing this checklist, you can help ensure that your assets are distributed according to your wishes and that your loved ones are protected in the event of your incapacity or death.