

Planning Your Estate

Records and Documents Required By Survivors -

- After death, will your survivors know whom to contact?
- Are your attorney, insurance advisor, business associate, etc., known and available?
- Where are your valuable papers kept?
- Have you inventoried your assets?
- What are your various retirement benefits, and who are the designated beneficiaries?
- Have you listed your debts?

The direct impact of a death in the family may make required and immediate action difficult. Therefore, it is incumbent upon you and your estate planner not only to discuss the need for and the advantages of estate planning but also the importance of listing key personal affairs data (**Not** merely financial information), data that can be ultimately furnished or made available to your survivors. Once completed, this information should be kept in a safe, accessible place and be periodically reviewed and updated (preferably annually).

Such a comprehensive summary of your personal affairs will facilitate the planning of your estate and its ultimate administration. Gathering this information now can save your estate thousands of dollars in unnecessary legal fees. This checklist is designed to serve as a tool in recording this required information.

KEY ADVISORS: PERSONAL, BUSINESS, FINANCIAL, AND PROFESSIONS

Advisor	Name	Address	Number
Attorney			
Accountant			
Banker			
Stockbroker			
Insurance Agent			
Undertaker			
Doctor			
Clergman			
Employer and/or Business Associate			

Other:

Members of Family

(List spouse, children, grandchildren, parents, brothers and sisters, and others who may be involved in your estate or in caring for your family after your death)

Name	Address	Relationship	Date of Birth	Place of Birth	Marital Status	Date of Death	Place of Death

KEY PERSONAL PAPERS

Name	Location
Certificates:	
Birth	
Adoption	
Baptism	
Marriage	
Will: Original Copy	
Brokerage Statements	
Income Tax Returns	
Gift Tax Returns	
Household Inventory	
Military Service Records	
Social Security Number and Cards	
Employment Records	

Education Records (Diplomas, Transcripts)	
Medical and Health Records (Medication, Vaccinations)	
Cemetery Site Deed	
Divorce Decree or Separation Agreement	
Passport	
Citizenship Papers	
Organizations;	
Professional	
Religious	
Fraternal	
Union	
Other	
Others:	

BANK DATA

Name of Bank	Account Address	Location of Account	Number	Bankbook Key
Savings Accounts:				
Checking Accounts:				
Safe Deposits:				

Stocks, Bonds, Mutual Funds, and Other Investments

Broker _____ Address _____
Telephone _____

Date of Issuer	# of Owners	Purchase Description	Purchase	Shares	Price	Location
Stock						
Bonds						
Other						

U.S. SAVINGS BONDS

Serial No.	Names Registered	Date of Purchase	Purchase Price	Maturity Date	Location

OTHER PERSONAL PROPERTY (car, jewelry, art, etc.)

Type of Property	Location	Insured	Date of Purchase	Purchase Price

REAL ESTATE (Include cemetery plot, condominium and cooperative apartment)

Description	Location	Date of Purchase	Purchase Price	Title In Name of	Mortgage Amount/Holder	Location of Records

INSURANCE

Broker _____ Address _____
 Telephone _____

Value of Policy	Value of Location	Type of Company	Number of Policy	Natural Accidental Insurance	Beneficiary	Death	Death
Life Insurance							
Health Insurance							
Home Owners Insurance							
Car Insurance							
Other Insurance							
Disability Insurance							

BENEFICIARY INFORMATION

Location of Beneficiary designation and distribution election forms;

Type of Retirement Account (use a separate form for each account)

IRA (traditional)	401(k)
Roth IRA	403(b), TSA or TDA
SEP IRA	Keogh
Simple IRA	Other Company Plan

NAME _____

ADDRESS _____

TELEPHONE _____ CONTACT _____

ACCOUNT # _____

NAME OF PRIMARY BENEFICIARY(S)	RELATION	SHARE % OR FRACTION
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF SECONDARY (Contingent) BENEFICIARY(S)	RELATION	SHARE % OR FRACTION
_____	_____	_____
_____	_____	_____
_____	_____	_____

DISTRIBUTION METHOD ELECTED

IRA Owner

Recalculation
Term Certain

Designated Beneficiary

Recalculation
Term Certain