

# ESTATE PLANNING CHECKLIST



## OVERVIEW:

*A well-crafted estate plan can protect your assets and provide security and simplicity for your loved ones in the event of your passing.*

***Use this checklist to ensure you include the essential elements in your estate plan.***

## WHAT'S INCLUDED:

- *A list of items you should include while creating your estate plan*

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Protect your assets with airtight documentation to make sure they are distributed according to your plan when you are no longer here or able to speak for yourself.

**Will** (*living, last will and testament*)

A will outlines your wishes for the distribution of your assets after your death. It also names the person or persons who will be responsible for carrying out these wishes, known as the executor.

**Trust** (*revocable, irrevocable, special needs, etc.*)

Utilize trusts to help organize your assets and ensure that they are managed and distributed as you intend in case you become incapacitated or pass away.

**Guardianship plans**

If you are responsible for the personal care or financial well-being of someone, such as a child or incapacitated adult, you may need to designate a guardian who will take over those duties.

**Advance medical directive**

This legal document outlines your wishes for medical care if you become unable to make those decisions yourself. It is executed by the health care proxy you select or by a trusted individual.

**Durable power of attorney (POA)**

A durable POA is an important legal document that authorizes a trusted person or persons to make decisions on your behalf if you're unable to do so yourself. Typically, you have separate POAs for handling medical decisions and your financial affairs.

**Letter of instruction**

Although this is not a legal document, it will inform your loved ones of your wishes for your funeral and burial arrangements, which can help ease their decision-making burden.