

Estate Planning Checklist

- Determine how you want your estate distributed.
- Prepare a letter of instruction.
- Have an attorney prepare or revise your will.
- Select an executor.
- Name a guardian for your children.
- Prepare a living will/health care proxy.
- Draft a durable power of attorney.
- Review ownership of property.
- Update all beneficiaries.
- Calculate potential estate-tax liabilities.
- Ensure cash is available for taxes.
- Examine need for trusts.
- Consider making lifetime gifts.
- Plan for transfer of family business.
- Review life insurance and its ownership.
- Prepare or review funeral instructions.
- List locations of personal and financial papers.