

ESTATE PLANNING

A Helpful Checklist to Begin the Planning Process

WHAT ASSETS DO YOU OWN?

- Annuities**
- Antiques**
- Bank accounts:**
 - Certificates of Deposit ("CDs")
 - Checking
 - Money Market
 - Savings
- Bonds:**
 - Corporate
 - Municipal
- Brokerage Accounts**
- Business Ownership/Interest:**
 - C Corp
 - S Corp
 - Partnership:
 - General Partnership ("GP")
 - Limited Partnership ("LP")
 - Limited Liability Company ("LLC")
 - Limited Liability Partnerships ("LLP")
- Collections:**
 - Art
 - Coins
 - Comic Books
 - Sports/Entertainment Memorabilia
 - Other
- Commodities**
- Cryptocurrency**
- Exchange Traded Fund ("ETF")**
- Government Issues:**
 - Treasury Bills
 - Treasury Notes
 - Treasury Bonds
 - Savings Bonds Series EE or Series I
- Household contents**
- Inheritance**

- Life Insurance:**
 - Term
 - Universal
 - Whole Life
- Mutual Funds ("MF")**
- Notes Receivable**
- Options**
- Patents**
- Real Estate:**
 - Agricultural Property
 - Commercial Property
 - Personal residence: Condo, Townhome, SFR, Co-op
 - Rental Property: Condo, Townhome, SFR, Co-op
 - Time-Share
 - Vacant land
 - Vacation/Additional Home: Located within US or foreign
- Retirement IRA:**
 - ROTH
 - Traditional
 - Simplified Employee Pension ("SEP")
 - 401 (k)
 - 403 (b)
 - Pensions:
 - Defined Benefit
 - Defined Contribution
 - Employee Stock Option Plan ("ESOP")
- Stocks:**
 - Closely Held
 - Common
 - Preferred
- Stock Rights**
- Stock Warrants**
- Unique or Special Assets:**
 - Oil Rights/Leases/Royalties
 - Gas Rights/Leases/Royalties
 - Mineral Rights/Leases/Royalties
 - Water Rights/Leases/Royalties
 - Other Royalties
- US Government Agencies Issued Bonds:**
 - Federal Housing Administration ("FHA")
 - Small Business Administration ("SBA")
 - Government National Mortgage Assn ("GNMA")
- Vehicles/Boats/Planes**

SOURCES OF INCOME

- Wages/Salary
- Bonuses
- Commissions
- Social Security
- Social Security Disability Insurance ("SSDI")
- Supplemental Security Income ("SSI")
- IRA
- Retirement Plans
- Inheritance
- Spousal Support
- Child Support
- Annuity
- Investments
- Lottery
- Rental Income
- Notes Receivable
- Deferred Compensation

DEBTS AND LIABILITIES

- Consumer:
 - Vehicle (boat, plane, motorcycle) loans/leases
 - Credit Card
- Personal Loans: Secured/Unsecured
- Mortgage(s)
- Notes Payable
- Business loans
- Liens
- Student loans
- Taxes
- Child Support
- Spousal Support

WHAT ESTATE PLANNING DOCUMENTS ARE IN PLACE?

- Last Will and Testament
- Living Will/Advanced Directive
- Power of Attorney:
 - Durable
 - General
 - Healthcare
 - Mental Health
 - Special (or Limited)
 - Springing
- Trust:
 - Irrevocable
 - Life Insurance
 - Revocable
 - Other

OTHER DOCUMENTS TO HAVE AVAILABLE

- Birth Certificates
- Death Certificates
- Social Security Card
- Marriage License
- Divorce Decree
- Property Deeds
- Insurance Policies:
 - Vehicle
 - Homeowner's
 - Umbrella
 - Long Term Care
 - Disability
 - Health
- Life Insurance Policies
- Annuity Policies
- Business Related:
 - Articles of Incorporation
 - Bylaws
 - Business Succession Plan
 - Corporate Resolution
 - Buy-Sell Agreements
 - Property Deeds
 - Contracts
 - Insurance Policies:
 - Key Man
 - Liability
 - Other

IMPORTANT QUESTIONS TO CONSIDER:

How are assets titled?

For Insurance, annuity products, and retirement plans, who will be the named beneficiary(ies)?

Who do you wish to protect/benefit after you have passed away?

Is there anyone you wish to provide for with Special Needs?

Business planning — family members involved?

Retirement — date set, plans in place?

Children/Grandchildren educational needs/expenses?

Parents/Grandparents assistance with elder care?

Investments: are they in line with your goals and risk tolerance?

Is your life insurance adequate?

Are your liability/umbrella coverages adequate?

Emergencies — have you planned for injury, pandemic, illness?

FOR MORE INFORMATION AND ADDITIONAL ASSISTANCE WITH ESTATE PLANNING, CONTACT:

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