Independent Executor & Trust

Estate Planning **Checklist**

Secure Your Legacy: **A Step-by-Step Guide**

Estate Planning **Checklist**

1. Update Your Will

- ☐ Review your Will to ensure it reflects your current wishes.
- ☐ Add any new assets or beneficiaries (e.g., children, grandchildren).
- ☐ Remove outdated provisions, such as references to former spouses or sold properties.
- ☐ Confirm your named executor/trustee is still willing and able to serve.

2. Organise Your Documents

Gather and securely store the following:

- ☐ Birth, marriage certificates, antenuptial contracts and divorce orders.
- ☐ Property deeds and titles.
- ☐ Financial account details (bank accounts, investments, retirement funds).
- ☐ Insurance policies (life, health, property).
- ☐ Loan and debt documents.

3. Communicate with Loved Ones

- ☐ Inform your family and executor of the location of your Will and important documents.
- ☐ Discuss your estate planning decisions with beneficiaries to manage expectations.

4. Review Your Power of Attorney

- ☐ Confirm you have a valid Power of Attorney for financial and medical decisions.
- ☐ Ensure the appointed person is still a trusted and appropriate choice.

5. Plan for Healthcare Decisions

- ☐ Complete a Living Will to outline your medical preferences.
- ☐ Share these documents with your family and healthcare provider.

6. Evaluate Estate Taxes

- ☐ Assess potential estate taxes and consult with a financial planner if needed.
- ☐ Ensure you've planned for liquidity to cover taxes, debts, and administration costs.

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7. Review Beneficiary Designations

- [ ] Verify and update beneficiaries for life insurance policies, retirement accounts, and trusts.
- [ ] Ensure these designations align with your Will to avoid conflicts.

8. Consider a Trust

- [ ] Determine if a Trust could benefit your estate plan, such as protecting assets or simplifying distribution.
- [ ] Work with a fiduciary advisor to establish and manage the Trust if necessary.

9. Keep Records of Digital Assets

- [ ] Make an inventory of digital accounts, including email, social media, subscriptions, and cryptocurrencies.
- [ ] Include access details for your executor or a trusted individual.

10. Schedule Regular Reviews

- [ ] Review your estate plan after major life events (marriage, divorce, birth, death, relocation, or significant asset changes).

Bonus Tip:

Get Professional Guidance
Working with experts ensures your estate plan is legally sound and optimised for your circumstances.

Committed to ensuring your **peace of mind**

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