

# Creating a Basic Will

This playbook provides a structured approach to creating a basic will. It outlines the steps for designating beneficiaries, selecting an executor, and detailing the distribution of assets to ensure a clear and legally binding document.

## Step 1: **Preparation**

Gather personal information including full legal name, social security number, address, and an inventory of assets. Also, consider any guardianship wishes if applicable.

## Step 2: **Beneficiaries**

Identify and list all potential beneficiaries with their full names and relationships to you. Decide on what and how much each beneficiary will receive.

## Step 3: **Executor**

Choose a reliable and trustworthy person to serve as the executor of your will. This person will be responsible for administering your estate according to your wishes.

## Step 4: **Distribution**

Specify how your assets should be distributed among the listed beneficiaries. Include detailed information for clarity and to prevent potential disputes.

## Step 5: **Legal Requirements**

Ensure the will meets all state-specific legal requirements, such as the necessity of witnesses during signing or any particular phrasing required by state law.

## Step 6: **Sign & Witness**

Sign the will in the presence of at least two witnesses who are not beneficiaries. The witnesses must also sign, acknowledging that they witnessed your signature.

## Step 7: **Secure Storage**

Store the will in a safe and secure location. Inform your executor where the will is kept and consider providing them a copy for their records.

# **General Notes**

## **Review**

Regularly review and update your will, especially after major life events such as marriage, divorce, the birth of a child, or significant changes in assets.

## **Legal Advice**

Consider consulting a lawyer for advice, particularly if your estate involves complicated family dynamics or significant assets.

## **Additional Documents**

Remember that a complete estate plan often includes other documents such as a durable power of attorney and a living will, in addition to the last will and testament.

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