# Estate Planning Preparation

This playbook provides a detailed checklist of documents and pieces of information required for a thorough estate planning process. It ensures that all necessary components are considered to prepare an estate plan effectively.

### Step 1: Personal Information

Collect and organize personal information including full legal name, social security number, date of birth, and contact information.

### Step 2: Asset Inventory

Create an inventory of all assets, including bank accounts, investments, real estate, and personal property of value.

### Step 3: Liability List

Compile a list of liabilities such as mortgages, loans, and other debts to understand the financial obligations of the estate.

### Step 4: Beneficiary Designations

Identify and list all beneficiaries for assets such as life insurance policies, retirement accounts, and other accounts with named beneficiaries.

### Step 5: Family Information

Gather information on family members including names, dates of birth, and their relationship to the estate owner.

### Step 6: Legal Documents

Locate or prepare essential legal documents such as wills, trusts, powers of attorney, and health care directives.

### Step 7: Business Interests

Document any business interests, including ownership documents, partnership agreements, and succession plans.

### Step 8: Insurance Policies

Review and list all insurance policies, including policy numbers, coverage amounts, and the insurance companies.

### Step 9: Safe Deposit Box

Record the location and contents of any safe deposit boxes, along with access information and keys.

### Step 10: Digital Assets

Make an inventory of digital assets such as online accounts, social media, digital currency, and access credentials.

### Step 11: Final Arrangements

Prepare instructions or pre-arrangements for final rites, including preferred funeral home, burial or cremation preferences, and related details.

### Step 12: Advisor Contacts

Compile a list of important advisors with their contact information, such as attorney, accountant, financial planner, and insurance agent.

### Step 13: Tax Returns

Gather recent tax returns, which may provide additional insights into the estate’s assets and liabilities.

### Step 14: Organizational System

Create a filing system or digital repository to keep all estate planning documents organized and easily accessible for when they are needed.

## General Notes

### Document Review

Regularly review and update the estate planning documents as life changes occur, such as marriage, divorce, birth, death, or significant changes in assets.

### Legal Advice

Consider obtaining professional legal advice to ensure that all documents are valid, complete, and align with current laws and personal wishes.

### Secure Storage

Ensure that physical documents are stored in a secure location like a fireproof safe or safe deposit box, and that digital documents are encrypted and backed up.

### Communication

Inform trusted family members, executors, or trustees about the location and details of the estate plan so that it can be executed smoothly when needed.