

# 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.

Powered by: **PlaybookWriter.com**