Estate Planning Checklist

Plan with clarity. Protect the people you love.

Use this checklist to see where your estate plan stands today. Check off what is complete, and note anything that is missing, out of date or unclear. Bring it to your next planning conversation.

Core documents

- [ ] A current will that names beneficiaries and an executor
- [ ] Guardians named for minor children, plus a backup guardian
- [ ] A revocable living trust, if appropriate, to help your family avoid probate
- [ ] Assets retitled into your trust (real estate, investment and bank accounts)
- [ ] Durable financial power of attorney
- [ ] Advance health care directive and HIPAA authorization

Beneficiaries & ownership

- [ ] Beneficiaries reviewed on retirement accounts (401(k), IRA, 403(b), pension)
- [ ] Beneficiaries reviewed on life insurance and annuities
- [ ] Contingent (backup) beneficiaries named on every account
- [ ] Transfer-on-death or payable-on-death designations where appropriate
- [ ] No former spouse or deceased person still named anywhere

Protecting your family

- [ ] Life insurance coverage reviewed against income, debts and future goals
- [ ] Disability income protection in place
- [ ] Long-term care plan considered
- [ ] Inheritances for young adults held in trust rather than outright
- [ ] Special needs planning, if a family member may need it

Business & larger estates

- [ ] Estate plan coordinated with your business succession plan and buy-sell agreement
- [ ] Potential estate tax exposure estimated with your CPA or attorney
- [ ] Gifting, irrevocable trust or charitable strategies discussed, if appropriate
- [ ] Liquidity available to pay estate costs without forced sales of a business or property

For educational purposes only. Not legal, tax or investment advice. Consult your attorney and CPA about your situation.

Organization & communication

- [ ] A list of accounts, policies, advisors and where documents are stored
- [ ] Digital assets and passwords addressed in your plan
- [ ] Executor, trustee and agents told about their roles
- [ ] Family meeting held to explain your wishes
- [ ] Plan reviewed within the last three years or after any major life event

Your notes & next steps

Questions about anything on this list? Nova Wealth Partners works alongside your attorney and CPA to coordinate protection, retirement, estate and business planning. Schedule a conversation at calendly.com/novawealthpartners.

For educational purposes only. Not legal, tax or investment advice. Consult your attorney and CPA about your situation.