



ESTATE PLANNING CHECKLIST





WELCOME

Planning your estate might feel overwhelming, however the process is simplified with our user-friendly and comprehensive estate planning checklist. Designed to guide you step by step, it leaves no stone unturned. Whether you're a parent, retiree, business owner, or just know it's time to secure your future, this checklist will help you organize your estate with confidence.



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1.

Identify and List All Assets and Liabilities

- **Assets:** Include real estate, bank accounts, investments, personal property, and valuable collectibles.
- **Liabilities:** List debts such as mortgages, loans, and credit card balances.

2.

Select and Appoint an Executor for Your Estate

- Choose a trustworthy person to execute your will and manage your estate according to your wishes.

3.

Designate Beneficiaries for Your Assets

- Specify who will receive your assets, including real estate, investments, and personal belongings.

4.

Plan for Guardianship of Minors (if applicable)

- Appoint a guardian for your minor children to ensure they are cared for by someone you trust.

5.

Consider Estate Tax Implications

- Understand potential estate taxes and explore strategies to minimize the tax burden on your heirs.



6.

Create a Will and Ensure It Is Up to Date

- Draft a will outlining your wishes and review it periodically so it reflects your current situation.

7.

Set Up Trusts for Asset Protection and Management (if necessary)

- Establish trusts to manage and protect your assets, reduce estate taxes, and ensure your wishes are fulfilled.

8.

Review and Update Beneficiaries on Retirement Accounts and Life Insurance Policies

- Ensure the beneficiaries on your retirement accounts and life insurance policies are current and aligned with your estate plan.

9.

Organize Important Documents and Keep Them in a Secure Location

- Compile all essential documents, including your will, trust documents, insurance policies, and financial statements, and store them safely.



READY TO GET STARTED?

For personalized assistance, contact Scott Murray & Associates today.

The team at Scott Murray & Associates is here to support and guide you through your estate planning journey. With our expertise and guidance, you can confidently start planning today, ensuring peace of mind for you and your loved ones tomorrow.

