445 Hamilton Ave
14th Floor
White Plains, NY
10601
914-761-1300

ESTATE PLANNING CHECKLIST

To

From Leslie Levin, Esq.

Subject Estate Plan

Date

WILLS

1. Full name for both of you (and the name you use on your accounts) and address, phone number, e-mail address, social security number and birthday.

2. Country of citizenship. If not a citizen of the United States, please provide copy of Green Card or other relevant information. If became a naturalized citizen, please provide a copy of naturalization papers, etc.

3. Name, address, phone number, e-mail address, social security number, birthday for each of your children.

4. List of assets (including house/apt., life insurance, IRAs, etc.) including approximate values, name of financial institution, account number, current beneficiaries and how they are owned (i.e., your name, spouse's name, joint, in trust, etc.). Please also provide salary information and any other source of income. Please provide information about trademarks, copyrights and patents. To assist you, I have provided a spreadsheet on the next page.

Please provide copies of insurance policies (life, disability, long term care, etc.), current insurance beneficiary forms together with change of beneficiary forms and current retirement account beneficiary forms together with change of beneficiary forms.

If you have a mortgage or a loan, please provide a copy of all documentation pertaining to it.

If you own real property, please provide a copy of the deed. If you own a co-operative apartment, please provide a copy of the proprietary lease and stock certificate.

Please provide me with a copy of your most recent income tax returns.

If you own an interest in a corporation or partnership, please provide me with copies of all documents relating to such entity, including, but not limited to, operating agreements, shareholder agreements, partnership agreements, certificates of incorporation, by-laws and most recent income tax returns.

Asset	Husband	Wife	Joint	Primary Beneficiary	Secondary Beneficiary
Residence					
Life Insurance					
Life Insurance					
Disability Insurance					
IRA					
Roth IRA					
Rollover IRA					
401(k) Plan					
Profit Sharing Plan					
Employee Stock Purchase Plan					
Checking Account					
Checking Account					
Checking Account					
Savings Account					
Savings Account					
Savings Account					
Brokerage Account					
Brokerage Account					
Brokerage Account					
LLP					
LLC					
S Corporation					
C Corporation					
Trademark					
Patent					
Copyright					
Car					
Other					
Total					

Liabilities					
Mortgage					
Loan					
Lease					
Other					
Total					
Monthly Income					
Salary					
Social Security					
Pension					
Other					
Total					

5. Do either or both of you have any trusts which you created or which were created for your benefit or for the benefit of your children? If so, please provide details and please bring a copy.

6. Who inherits your personal property? Car, furniture, art, etc.? And if that person predeceases you, then who inherits it?

7. Any bequests to charity? If so, please provide name, address, telephone number and contact person for each charity to be named.

8. Any bequests to family or friends? If so, please provide name, address and telephone number of each person to be named.

9. Who inherits your remaining assets? And if that person predeceases you, then who inherits? Do these people get it outright, in trust, or both? (we will discuss in greater detail the different provisions you can include in a trust - for right now focus on whether you want it in someone's pocket or whether you want someone else to handle the money for that someone). Also, focus on the **unlikely** situation that both of you and your children all die in a common disaster - then who inherits your assets?

10. Who is Executor (handles your estate after you die)? Successor Executor? Are they USA citizens? Are they attorneys?

11. Who is Trustee (administers the Trust - if any)? Successor Trustee? Are they USA citizens? Are they attorneys?

12. Who is Guardian (takes care of minor children when both of you are gone)? Successor Guardian? Are they USA citizens? Do you want a trust set up to provide the Guardian with money as a "thank you" until your youngest child turns 18 (or 21 or some other age)?

13. Do you have any prenuptial agreements? If so, please provide a copy.

14. Do you have any divorce agreements from prior marriages? If so, please provide a copy.

15. Do you have any prior Wills? If so, please provide a copy.

16. Address, phone number and e-mail address for any person you think will be named in your Wills.

17. Address, phone number, date of birth and e-mail address for your parents, siblings, nieces and nephews.

18. Do you have any pets? If so, do you need special provisions for their care?

19. Does anyone named in your Will have special needs or is disabled? If so, do you need special provisions for their care?

Living Will/Proxy/Organ Donation Forms

1. Who makes your medical decisions if you are not able to do so? Name, address, and phone number of person.

2. And if that person can't then who? Name, address, phone number and e-mail address of person.

3. Do you have any prior health care forms? If so, please provide a copy.

Powers of Attorney

1. Who can make financial decisions on your behalf (effective while you are alive and competent)? Name, address, and phone number of person.

2. And if that person can't then who? Name, address, phone number and e-mail address of person.

3. Do you have any prior Powers of Attorney? If so, please provide a copy.

Lifetime Gifts

1. Any gifts to children? If so, outright or in trust? For what purpose? How large?

2. Any gifts to charity? If so, outright or in trust? For what purpose? How large?

3. Any gifts to family or friends? If so, outright or in trust? For what purpose? How large?

4. Any federal gift tax returns (Form 709) filed? If so, please bring a copy.