

## Items to Bring for Estate Planning

### 1. Non-Financial Documents

- Identification – picture ID (driver's license, state ID)
- Social Security card(s)
- Birth verification (birth certificate, baptismal certificate or school record with date of birth)
- Marriage certificate or death certificate/ divorce decree of spouse
- Names, addresses, phone numbers and social security numbers of all children
- Listing of assets sold or given away in the last 5 years
- Military discharge records including copy of DD-214
- Family Photo

### 2. Legal Documents

- Most recent Health Care POA, Living Will, General Durable Power of Attorney, Will
- Trust documents
- Business entity/partnership agreements
- Gift tax returns

### 3. Non-Liquid Assets

- Deeds, land contracts, property agreements for all real estate along with county property tax records
- Titles to all vehicles, motor crafts, jet skis and trailers
- Itemized list of all business/farm equipment
- Cemetery lot records (deed or certificate)
- Stock certificates
- Savings bonds
- Promissory notes or loans (owed to you)

### 4. Liquid Assets (for all current accounts)

- Bank and credit union statements (checking, savings, CDs, money market, etc.)
- IRA/401(k) account statements
- Brokerage account statements

### 5. Insurance and Annuities

- All life insurance policies (including annual statements)
- Annuity contracts and annual/quarterly statements
- Long-term care, cancer and accidental death policies
- Pre-need funeral contracts for burial or cremation
- All auto, homeowners and umbrella policies declaration pages

### 6. Income and Expenses

- Income tax returns and 1099s for the last two years

### 7. Debt Information

- Mortgage statement
- Credit card statements
- Loan documents

### 8. Forms (Our office will complete the forms)

- Call your investment and insurance companies and request change of ownership forms. It is important to specify that you are changing ownership to a Trust or a Limited Liability Company because some companies have special forms for this transfer. We need forms for the following:
  - a. Life Insurance (individual non-term) (we do not need information on AD&D policies)
  - b. Annuities
  - c. Investment Accounts
  - d. Stock
- Call your investment and insurance companies and request change of beneficiary forms. It is important to specify that you are changing your beneficiary to a Trust or a Limited Liability Company because some companies have special forms for this transfer. We need forms for the following:
  - a. Life Insurance (group and individual)
  - b. Annuities
  - c. IRAs, 401(k) and 403(b)

***In order to make the most efficient use of our time together it is very important that you make copies of the above documentation and separate these items into 8 folders and bring to our office.***