

# Quick Start Guide to Estate Planning

Follow this checklist to help make sure your estate plan wishes are known and necessary documents are in place. Get more tips on estate planning: <https://tickertape.tdameritrade.com/personal-finance/estate-planning>

## Up-to-Date Will:

Directs how to distribute property, other bequests, and if you have children, sets instructions for their well-being.

- Name Executor
- Name Guardian for Children
- Name Successor (Business Owners)
- Name Estate Beneficiaries
- Direct Fund Disbursement to Children
- Added Final Arrangements or Requests

## Health Care & Financial Directives:

Spell out health care wishes and allow others to make decisions on your behalf. Holding your property in a living trust permits survivors to forgo probate court, saving time and money.

- Name Financial Power of Attorney
- Name Health Care Power of Attorney
- Living Will
- Living Trust

## Beneficiary Forms:

Name a beneficiary on all accounts, to grant designees automatic access to assets and avoid probate.

- Bank Accounts
- Brokerage & Custodial Accounts
- Name Transfer-On-Death Beneficiary on All Taxable Accounts
- Retirement Accounts
- Stocks, Bonds, Mutual Funds & Other Investments

## Tax Implications:

Check with a tax specialist to see if you owe taxes on your estate or could benefit from converting your traditional retirement plan to a Roth IRA.

## Life Insurance and Annuities:

May be important if others rely on your income for basic living expenses, or if your estate will owe any debts after your death.

## Document Storage:

Your executor, attorney, and designated decision makers may need to access documents and account information, so you might wish to store important papers in a safety deposit box, accessible by your designees.

- Wills
- Insurance Policies
- Loans: Mortgage & Auto
- Tax Filings
- Added Final Arrangements or Requests
- Bank & Investment Accounts
- Investment Certificates
- Credit Cards
- Utilities & Other Bills

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