

## ESTATE PLANNING PROCEDURES

1. Complete your **Personal Data Sheet**, including:
  - (a) Identifying your assets.
  - (b) Determine your desired distribution of your assets – before and after death.
  - (c) Your final wishes.
  - (d) Also, however uncomfortable, consider the following for your children:
    - Their Valued Personal Possessions
    - Insurance
    - Estate and Trust Benefits they will receive
  
2. Consult with me and your accountant/financial planner to formulate your **Estate Plan**, including the following instruments as needed:
  - (a) Will.
  - (b) Durable Power of Attorney.
  - (c) Living Will / Health Care Directive.
  - (d) Medical Power of Attorney.
  - (e) Trust Provisions.
  - (f) Guardianship Provisions
  - (g) Retirement Planning - Review retirement funds and their distribution.
  - (h) Insurance - Review your life insurance and how it is owned.Also consider the tax consequences related to the above based on the value of your probate and non-probate assets.
  
3. Draft and execute the estate planning documents we formulate.
  
4. When we're done you should:
  - (a) **Safekeep** your Will:
    - (i) Register your Will with the Register of Wills, or
    - (ii) Keep your Will some place safe like a vault or bank safe deposit box (but make sure someone else has access).
  - (b) **Register** your Living Will.
  - (c) **Communicate** with others:
    - Beneficiaries are aware of their designations.
    - Spouse is aware that he/she may be eligible for a survivor annuity.
    - If a federal employee under FERS, spouse is aware that he/she and the children may qualify for benefits under Social Security.
    - Discussed final wishes and arrangements with family.
    - Discussed anatomical gifts with family.
  
5. Then, we should **periodically review** your estate plan, particularly if you have a change in circumstances such as:
  - (a) divorce or marriage,
  - (b) birth, death or adoption of children,
  - (c) change of your state of residence,
  - (d) major change in your financial condition or the condition of your children,
  - (e) any changes in your real property holdings,
  - (f) you inherit under someone else's estate, or
  - (g) every 3 years in any event.