

# Estate Planning Checklist

Be Prepared for Life's Uncertainties

## Legal & Estate Documents

- **Select a Trusted Estate Attorney to Draft Documents**
  - Assess competency, experience, and credentials
  - Interview for fit
- **Last Will & Testament**
  - Appoint an Executor and backup Executors to oversee probate.
  - Inventory and document specific items, and confirm how you want those assets distributed.
- **Revocable Living Trusts (if applicable)**
  - Name a Trustee and Contingent Trustees to manage the Trust.
  - Consult a Financial Advisor to transfer property and assets into the Trust.
  - Appoint a successor Trustee to manage the Trust once you pass.
- **Appoint a Power of Attorney (POA)**
  - Financial POA**  
Authorize someone to handle financial decisions if you become unable to.
  - Healthcare POA**  
Designate a healthcare agent to make medical decisions if you are incapacitated.
- **Establish a Healthcare Directive**
  - Declare your medical wishes and healthcare preferences in a Healthcare Directive.
  - Talk to your loved ones about your healthcare preferences.
- **HIPAA Authorization**
  - Prepare a written document permitting the use or disclosure of your protected health information.

## Managing Finances & Assets

- **Identifying Documents**
  - Gather important documents such as your birth certificate, Social Security card, marriage certificate, divorce decree, and military records.
- **Beneficiary Designations**
  - Ensure that life insurance policies, retirement accounts, pensions, and other financial assets have up-to-date beneficiary designations.
- **Insurance Information**
  - Gather and organize your medical, dental, prescription, life, homeowners, renters, and car insurance policies.
- **Titles and Deeds**
  - Review the titles and deeds for your home, vehicles, boat, and other property.
  - If you have a trust, ensure all assets are correctly retitled under its ownership.
  - If you own a business, draft a Business Succession Plan to outline how assets will be managed.
  - Compile a list of financial accounts, including bank accounts, loans, mortgages, and credit obligations.
  - Create a secure record of your advisors, account numbers, and passwords.

## Family & Legacy Considerations

- **Guardianship Designation**
  - Name guardians for minor children.
- **Letter of Intent**
  - Guide heirs regarding personal wishes or specific asset distribution.
- **Personal Memorandum**
  - Draft a non-binding document for sentimental items and family heirlooms.
- **Digital Assets Plan**
  - Use a Password Manager to keep track of your accounts.
  - Share the master password with your Executor.
  - Create a list of all financial accounts, social media, online accounts, and digital assets.

## Final Arrangements & Ongoing Review

- **Funeral & Burial Instructions**
  - Share any pre-arrangements with your Executor.
  - Share preferences for your funeral service with your faith leaders and loved ones.
- **Regular Review & Updates**
  - Update documents periodically or after significant events (marriage, divorce, births, etc.).

### Need help getting started?

Contact Toberman Becker Wealth to begin tackling your estate planning and gain the peace of mind to live life on your terms.



Craig Toberman  
CFA, CPA, CFP®



MICHAEL BECKER  
CFA, CFP®



TOBERMAN  
BECKER

 (314) 783-9860

Toberman Becker Wealth  
1741 S Big Bend Blvd St. Louis, MO 63117