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# Estate Planning Checklist

**RAYMOND JAMES®**  
& ASSOCIATES, INC.  
Member New York Stock Exchange/SIPC

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**RAYMOND JAMES®**

## Estate Planning Checklist

General information	Yes	No	N/A
1. Has relevant personal information been gathered? • Personal details • Family details • Current advisory team • Goals and expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has financial situation been assessed? • Assets • Liabilities • Life insurance policies • Other insurance coverage • Income • Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have current documents been reviewed? • Will • Trust documents • Power of attorneys • Medical directives • Insurance policies • Buy-sell agreements • Deeds, leases, mortgages, and land contracts • Guardian nominations • Separation/divorce agreements • Tax returns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have funeral arrangements been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Basics	Yes	No	N/A
1. Is there currently a valid will?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If yes, does will reflect current goals and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does choice of executor remain appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has durable power of attorney been created?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have medical directives been created?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have beneficiary designations for retirement plans and life insurance policies been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Has impact of probate been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Trusts</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Is the use of a living trust appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the use of a testamentary trust appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the use of an irrevocable life insurance trust appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do existing trusts, if any, continue to meet overall objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Estate tax</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Has estate plan been reviewed due to changing tax laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has impact of estate tax been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have options to minimize estate tax been explored? <ul style="list-style-type: none"> <li>• Lifetime gifting</li> <li>• Full use of applicable exclusion amount and marital deduction</li> <li>• Qualified terminable interest property (QTIP) elections</li> <li>• Qualified domestic trust (QDT) for noncitizen spouse</li> <li>• Charitable giving</li> <li>• Grantor retained trusts</li> <li>• Family limited partnership (FLP)/limited liability company (LLC)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Lifetime gifting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Have gifts been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a lifetime gifting strategy been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are gift tax consequences understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has consideration been given to types of property suitable for gifting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Is valuation discount planning understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Charitable intentions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Have charitable gifts or bequests been planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a charitable trust appropriate? • Charitable lead trust • Charitable remainder trust • Pooled income fund • Private foundation • Donor-advised fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a charitable gift annuity appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the charitable gift of a remainder interest in a home or farm appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Life insurance issues</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Have liquidity needs of estate at death been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is current life insurance coverage appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have steps been taken to keep life insurance proceeds out of taxable estate? • Policy ownership • Irrevocable life insurance trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have beneficiary choices been evaluated in light of overall estate plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
<b>Business interests</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>

<p>1. Have provisions been made to transfer business interest?</p> <ul style="list-style-type: none"> <li>• Buy-sell agreement and necessary funding</li> <li>• Sell business</li> <li>• Transfer business with lifetime gifts</li> <li>• Key person buyout</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Is liquidation an option?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Notes:</p>			

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