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## **ESTATE PLANNING - FAMILY TO DO LIST:**

Once you have prepared your estate plan it is important to make your family members and fiduciaries (nominated Personal Representative, Successor Trustee, Power of Attorney, etc.) aware of the following information:

- Name of financial institution, all account numbers and passwords including online bank accounts).
- Name, account/policy number and company for all financial accounts and life insurance policies.
- Name and address of all advisers (attorney, financial adviser, accountant, etc.).
- Location of estate planning documents (Wills, Powers of Attorney, Health Care Documents, etc.)
- Information about credit cards, mortgages, car loans.
- Information about a prepaid funeral or burial plot.
- Military service information.
- Tax returns.

### **QUESTIONS FOR MOM & DAD:**

The following are key questions to ask your parents to make sure that their estate is in order and that their plans will be carried out:

#### **1. Who is on your team?**

The name, address and phone number for your parents financial and legal professionals. Also, the names and numbers of your parents' doctors, in case end-of-life medical decisions need to be made.

#### **2. Status of their Estate Planning documents?**

How recently their documents were written and/or updated, who will be the Personal Representative and where the original documents are located. If the

documents are more than five years old, suggest they have them reviewed to make sure their current wishes are represented.

### **3. Nominated Advance Directive and Power of Attorney?**

Inquire about their feelings on life support and who will manage their financial affairs if they are unable.

### **4. Update Beneficiaries Designations?**

Designated beneficiaries on insurance policies, pensions and investments supercede any instructions your parents have in their estate planning documents. Make sure your parents have updated their designations to reflect their current wishes.

### **5. What financial accounts and information do they have and where?**

Create a list of their bank, brokerage and mutual fund accounts, account numbers and passwords. Also, the location of where to find the title to your parents' house and car, their property deed, and all loan documents.

### **6. What insurance do you have and where are the policies?**

If a parent becomes incapacitated, you will need to know about their health insurance (private or Medicare), life insurance, auto, homeowners, disability and long-term-care policies.

### **7. When and where would you consider moving?**

Explore with them whether they desire in-home care or would prefer moving to an assisted-living facility.

### **8. Their memorial service?**

What kind of funeral they have in mind (traditional, military) and where they want to be buried or cremated.

### **9. Organ donation?**

It is an important question that needs to be addressed in advance as after death it may be too late to harvest any useful organs.