

**CHECKLIST OF DOCUMENTS TO EXAMINE
IN THE ESTATE PLANNING PROCESS**

| Document: | Applicable | Not Applicable |
|---|-------------------|-----------------------|
| 1. Present and prior wills; | | |
| 2. Trust instruments under which you or any child of yours is either grantor, trustee or beneficiary; | | |
| 3. Gift tax returns (all); | | |
| 4. Florida intangible tax returns (this year's); | | |
| 5. Financial statements; | | |
| 6. Real and personal property tax bills; | | |
| 7. Deeds to real estate; | | |
| 8. Promissory notes for which you are the creditor and any mortgages securing those notes; | | |
| 9. Promissory notes for which you are the debtor and any mortgages securing those notes (for example, your home mortgage, if any); | | |
| 10. Last monthly or quarterly statements issued by each financial institution in which you hold an account, such as banks, brokerage firms, credit unions, mutual funds, savings and loan associations; | | |
| 11. If you hold securities in registered name, such as stocks, warrants, bonds, whether government, municipal and corporate bonds, photocopies of such certificates; | | |
| 12. Life insurance policies, whether individually owned or group, together with the documents showing primary and contingent beneficiaries; | | |
| 13. Annuities, including beneficiary designation documents, if any; | | |
| 14. Savings account passbooks and certificates of deposit; | | |
| 15. Stockholder or partnership agreements (for example, "buy-sell" agreements); | | |
| 16. Documents pertaining to pension and profit-sharing plans and IRA accounts, including data showing vested values currently, death benefits and beneficiaries; | | |
| 17. Leases; | | |

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|---|------------|----------------|
| 18. Lists of "tangible personal property," such as schedules to homeowners insurance policies; memoranda directing who should receive items of such property at death; "collectible" lists; | | |
| 19. Instruments, such as trust agreements or wills of deceased persons, under which you have any interest or power of appointment; | | |
| 20. Marital agreements between you and your spouse; for example, a pre-nuptial or pre-marital agreement or a post-nuptial or post-marital agreement; | | |
| 21. If a previous marriage ended in divorce, separation agreements or judgments of dissolution of marriage; | | |
| 22. If a widow or widower, estate tax return or inventory from deceased spouse's estate; | | |
| 23. Court orders or agreements under which you are obligated to provide support to another; | | |
| 24. Inventories (for example, safe deposit box inventories) or appraisals of tangible personal property; | | |
| 25. If you or a spouse is a naturalized U.S. citizen, a copy of your citizenship papers; | | |
| 26. Any document not within a category described above that evidences your ownership of any asset in whole or in part or that controls the disposition at your death of any asset that you own in whole or in part; and | | |
| 27. Any document not within a category described above that evidences any indebtedness or liability of yours. | | |