THE LAW FIRM OF WHITBY
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WILL PREPARATION CHECKLIST

The following is a checklist of items to get in preparation for your Will.

1. Personal Information about both you and your spouse.

____ Full legal names
____ Address and telephone numbers
____ Occupations
____ Date and place of births
____ Full names and date of births of all your children
____ Information about your children: are they adopted, infirm, born out of wedlock or are your children from a previous relationship?

2. Information about your marital status?

____ Date and place of current marriage.
____ Do you have a marriage contract?
____ Information about previous marriages.
____ Any children of previous marriage?
____ Is prior spouse still alive?
____ Are there any existing separation agreements?

3. Summary of your Assets

____ Cash and bank accounts, where located, and account number.
____ Life insurance policies
____ With who, for what amount, and who is the beneficiary (designated or to your estate?)
____ Any securities, pension plans, annuities, 401K or Roth IRA's?
____ Your principal residence (Home)
____ Type of ownership
____ Current market value, amount of your equity and mortgages
____ Similar information on any other real estate
____ Information on businessed owned: proprietorships, partnerships or private companies you have an interest in
____ Any inheritance expected or other money or assets you are expecting?
____ Your personal effects
____ Make a list of household furnishings, cars, boats, jewelry and other personal belongings of sentimental value
____ Location of safety deposit box and important papers

4. Summary of your Debts

_____ List any debts, such as loans, mortgages, guarantees, promissory notes, and amount owed and to whom

5. Outline of Beneficiaries

_____ Who do you want cash requests to go and the amounts of each request? (e.g spouse, children, former spouse, children with former spouse, family relatives, friends, business associates, charitable organizations, educational or other institutions)

_____ In the event that you and your spouse are killed in a common disaster, (e.g. auto or plan crash), how do you want your estate to be distributed?

_____ Who do you want specific personal possessions to go to (describe the asset in detail)?

_____ Do you have alternative beneficiaries in case designated beneficiaries predecease you or cannot be located?

_____ Have you considered setting up a testamentary trust to have some of all of your assets in your estate managed on your death on behalf of your spouse or children?

_____ Do you have minor children or disabled children? At what age do you want your children to have access to their bequest?

_____ Do you want your executor/trustee to have the power to manage the investments to maximize returns, rather than immediately liquidating them and paying cash to the beneficiaries?

_____ Have you considered the benefits of a trust company to manage the trust?

6. Names of people in your Will who will represent your interests

_____ The names of your executor, trustee, lawyer and guardian for infant children.

_____ Have they agreed to this job?

_____ What skills, attributes or resources do they have that make them appropriate for the job?

_____ What is their relationship to you?

_____ What are their full names and addresses?

_____ Do they know the location of your Will?

_____ Do they know the location of your safety deposit box?

_____ Have you selected alternatives?

_____ Have you researched the benefits of using a trust company and/or lawyer?

7. Other Information to Obtain

_____ Other responsibilities

_____ Are you the executor/trustee of anyone's Will? For whom?

_____ Do you hold any Power of Attorney or Appointment? For whom?

_____ Names and addresses of financial or personal/business advisors.

_____ Names and addresses of your lawyer and/or trust company.

_____Where do you want to leave the original copy of your Will? (Safety deposit box, or with your lawyer or trust company?

_____ Have you had a previous Will? When was it signed, located and when was it last reviewed?

_____ Does your spouse have a Will? When was it signed, where is it located and when was it last reviewed?

_____ Where both Wills (of you and your spouse) reviewed in conjunction with each other?

____ Have you had both Wills (if applicable) recently reviewed by your lawyer and/or trust company?

____ Have you discussed your Will with a tax accountant and financial planner to make sure you have taken advantage of all the tax and estate planning strategies available?

____ Do you or your spouse with to change any provisions in your Wills?

____ Have you considered being an organ donor on your death, and have you discussed this wish with your spouse? Have you completed the appropriate forms?

____ Have you considered giving an enduring Power of Attorney to someone over your affairs in certain situations (Financial or health related)?

____ Details on burial wishes and funeral service instructions.

____ Historical information for obituary purposes.

____ Names and addresses of family, relatives, and friends for notification purposes.

This checklist is meant as a guide. Your situation may be different. Please contact my office to arrange your appointment to complete your Will and other Estate Planning issues you may have.