

ESTATE PLANNING CHECKLIST

The first step to develop or review your estate plan is to assess your current situation, your personal, financial, and business circumstances, and your family dynamics. This checklist will help you assess where you are today. Any *No* or *Unsure* answers may require special attention or additional information to finish your estate plan.

- | <i>Yes</i> | <i>No</i> | <i>Unsure</i> | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you prepared and signed your will? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you appointed an attorney for financial matters or representative in the event you are not capable of making decisions on your own behalf? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | If you are married, did you take any steps to protect the assets you brought into the relationship? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | If you live common-law, are you 100% sure of your rights and responsibilities on death? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you named a beneficiary or successor annuitant for your RRSPs, RRIFs, LIFs, pension plans, annuities, and/or DPSPs? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you named a beneficiary for your TFSA, RDSP, or life insurance? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you named a backup executor in your will? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you named a backup attorney or representative? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you adequately provided for your dependants? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Will your spouse have to make a claim against your estate? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you estimated your final income tax bill? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | If you are not a Canadian citizen or permanent resident, have you informed your advisers? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | If you have any assets with capital gains, should they be rolled over tax free to your spouse or partner? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | If you are 65 or older, are there any benefits to setting up an alter ego trust? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Should you set up a testamentary trust for certain beneficiaries? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Do you have enough life insurance? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you registered your assets and property in the most appropriate way? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you considered the most appropriate time to make any charitable gifts? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | If you have a business, do you have a succession plan? |

- | <i>Yes</i> | <i>No</i> | <i>Unsure</i> | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | If you have children from a prior relationship or stepchildren, have you provided for them? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Do you have enough cash, insurance, or cashable assets to pay the cost of dying—funeral or cremation, debts, taxes, executor fees, probate—so the house, vacation property, or family business do not have to be sold? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Do you have an attorney for health care or an advance care directive in case you are ever not capable? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are your wishes regarding organ donation or donating your body to science known by those close to you? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Does your executor or family know your wishes regarding your final remains (funeral, burial, cremation, other)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Does your family and executor know the names and addresses of your professional advisers? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Does your family and executor know where to find your financial records, tax returns, bank accounts, safety deposit box, and insurance policies? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you prepared a detailed record of all your assets and accounts? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Do you have a digital will and digital inventory? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is your estate plan integrated with your retirement and tax plan? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Have you reviewed your estate plan with an estate planning professional? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Can you simplify your estate matters? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | What will your legacy be? Or as some might say, what will be remembered or said about you after your death? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Is your estate plan and your documents up-to-date? |