ACTEC

THE AMERICAN COLLEGE OF TRUST AND ESTATE COUNSEL

Estate Planning Essentials
End of Life Planning Checklist

Estate Planning Documents

Share critical documents with key family members

- ☐ Medical Power of Attorney
- ☐ Living Will
- ☐ Durable Power of Attorney
- ☐ Will and/or Trust
- ☐ Create an Inventory of Assets and Liabilities
- ☐ Review Beneficiary Forms (insurance, bank & investment accounts)
- ☐ 529 Accounts

Critical Conversations and Communication

Contact your professional advisors and introduce them to your trustee(s) and family members

- ☐ Estate Planning Attorney
- ☐ Financial Advisor
- ☐ Life Insurance Agent
- ☐ Certified Public Accountant (CPA)

Other issues to consider:

- ☐ End of Life and Burial Wishes
- ☐ Share passwords for digital accounts and devices (computer, cell phone, etc.)
- ☐ Dividend Miles and Reward Points

Estate & Income Tax Strategies

Consider gifts to loved ones and charitable organizations

- ☐ Annual Tax Free Gift ($18,000 per individual in 2024, $19,000 for 2025)
- ☐ Prepay Tuition or Medical Expense as Gifts
- ☐ Lifetime Gift Tax Exclusion ($13.61 million per individual in 2024)

Visit actec.org/estate-planning for more critical resources.

Because each individual's circumstances vary, contact your attorney to discuss how these items may or may not be appropriate for your situation.