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.