

General Information		Yes	No	N/A
1. Has relevant personal information been gathered?				
<ul style="list-style-type: none"> Personal details. Family details. 	<ul style="list-style-type: none"> Current advisory team. Goal and expectations. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has financial situation been assessed?				
<ul style="list-style-type: none"> Assets. (Probate v. Nonprobate)¹ Liabilities. Life insurance policies. 	<ul style="list-style-type: none"> Other insurance coverage. Income. Expenses. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have current documents been reviewed?				
<ul style="list-style-type: none"> Will. Trust documents. Power of attorney. Medical directives. Insurance policies. 	<ul style="list-style-type: none"> Buy-sell agreements. Deeds, leases, mortgages, & land contracts Guardian nominations. Separation/divorce agreements. Tax returns. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have funeral arrangements been made?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:				
Basics		Yes	No	N/A
1. Is there currently a valid Will?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If yes, does Will reflect current goals and objectives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does choice of executor remain appropriate?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has durable power of attorney been executed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have medical directives been executed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have beneficiary designations for retirement plans and life insurance policies been reviewed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has impact of probate been considered?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:				
Trusts		Yes	No	N/A
1. Is the use of a living trust appropriate?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the use of a testamentary trust appropriate?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do existing trusts, if any, continue to meet overall objectives?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:				
Estate Tax		Yes	No	N/A
1. Has estate plan been reviewed due to changing tax laws?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has impact of estate tax been evaluated?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have options to minimize estate tax been explored?				
<ul style="list-style-type: none"> Lifetime gifting. Full use of basic (applicable) exclusion amount & marital deduction. Charitable giving. Grantor retained trusts. 	<ul style="list-style-type: none"> Qualified terminable interest property (QTIP) elections. Qualified domestic trust (QDT) for noncitizen spouse. Family limited partnership (FLP)/ limited liability company (LLC) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:				

Lifetime Gifting	Yes	No	N/A
1. Have gifts been made?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a lifetime gifting strategy been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are gift tax consequences understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has consideration been given to types of property suitable for gifting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is valuation discount planning understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Charitable Intentions	Yes	No	N/A
1. Have charitable gifts or bequests been planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a charitable trust appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Charitable lead trust. Charitable remainder trust. Pooled income fund. Private foundation. Donor Advised fund. 			
3. Is a charitable gift annuity appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the charitable gift of a remainder interest in a home or farm appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Life Insurance Issues	Yes	No	N/A
1. Have liquidity needs of estate at death been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is current life insurance coverage appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have steps been taken to keep life insurance proceeds out of taxable estate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Policy ownership. Irrevocable life insurance trust. 			
4. Have beneficiary choices been evaluated in light of overall estate plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			
Business Interests	Yes	No	N/A
1. Have provisions been made to transfer business interest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Buy-sell agreement and necessary funding. Sell business. Transfer business with lifetime gifts. Key person buyout. 			
2. Is liquidation an option?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

¹ ASSET OWNERSHIP

PROBATE	NONPROBATE
1. Property titled in one name alone. 2. Property titled in two or more names where the titleholders are "tenants in common" (each owning an undivided interest, 1/2, 1/3, etc. 3. Assets for which beneficiary designations are possible and for which the beneficiary designation is to my: a. Estate b. Executor. 4. Wrongful death claim. 5. Pending litigation in which the deceased was a plaintiff.	1. Joint <ul style="list-style-type: none"> a) For Iowa real estate – joint tenants with full rights of survivorship and not as tenants in common (in some states, tenancy by the entirety; in some states, community property with right of survivorship; caution is required for land in other states) b) For personal property – joint deposit contract – payable to "either or survivor" <i>Ex: Joint, Jt, JTWROS, Jt Ten, or, and/or, etc.</i> 2. Pay or Transfer on Death Accounts (POD or TOD) 3. Remainder interest conveyed with life estate retained. 4. Assets for which beneficiaries may be designated: <i>Ex: IRAs, Annuities, Retirement plans, IPERs, Life insurance, Stock Redemption/Buy-Sell/Partnership Agreements.</i> 5. Living Trusts (Revocable or Irrevocable) 6. Transfer-on-Death Deed (<i>Per Uniform Real Property Transfer on Death Act: IA – No; MN – Yes.</i>)