Attorneys at Law

Louis V. Pavone
Louis@PavoneLawGroup.com

Anthony J. Pavone
Anthony@PavoneLawGroup.com

PAVONE
LAW GROUP

Practice Areas

Estate & Wealth Planning
Business Succession Planning
Probate & Trust Administration
Residential Real Estate
Commercial Real Estate
Taxation
Personal Injury
Worker's Compensation

ESTATE PLANNING ASSET CHECKLIST

The following checklist is provided to help you gather your various assets, which will be necessary to determine what estate plan is best for your situation. *Please gather the following documents prior to our meeting:*

Bank/Cash Accounts:

- ☐ Copies of your most recent statements for each bank account (checking, savings, CD, Money Market);
- ☐ Documentation for any Safe Deposit Boxes;
- ☐ Bank Names, Address, Contact Information, Account Owner, Account Numbers;

Investment Accounts:

- ☐ Complete copies of your most recent statements for each investment account;
- ☐ Brokerage Firm Name, Address Representative name, Contact information Account Numbers;
- ☐ Contact each company (or representative) and request a Change of Ownership Form;

Stocks:

- ☐ Copes of the face of any stocks you hold in certificate form or a copy of the book entry statement for each account;

Bonds:

- ☐ Copies of the face of any E, EE, or I bonds you own or a copy of the book entry statement for each bond;

Retirement Plans:

- ☐ Copies of the most recent statements for all IRA, 401(k), or other retirement plans;
- ☐ Name and Address of Company and Account/Policy Number;
- ☐ Contact each company and request a Change of Beneficiary Form to bring to our meeting;

Pension Plans:

- Copies of any statements or documentation of plan;
- Name and Address of Company and Account/Policy Numbers;
- Contact each company and request a Change of Beneficiary Form if there is any lump sum at death;

Tax Returns:

- Copies of your individual tax returns for the past two years;
- Copies of any business entity tax returns for the past two years;

Life Insurance/Annuities:

- Copies of most recent statements indicating the cash value and the policy amount of life insurance;
- Name and Address of Company, the Account or Policy Number;
- Obtain information of current Primary and Contingent Beneficiaries of Policy;
- Contact each Company and request a copy of Change of Beneficiary Form;

Real Estate

- Copies of the most recent Deed, Title Commitment and Survey for each property, including your residence;
- If your real estate is in a Land Trust, please provide a copy of the Trust Agreement.