Many people wonder what goes into preparing an estate plan – whether you’re creating it from scratch or updating it.

Here are some helpful items to think about and/or prepare when you meet with your estate planning attorney.

1. Establish who will administer your estate plan. This could be family, friends, or even a professional service.

2. Decide who will be the primary and secondary heir(s) of your estate. This could be your spouse, family members, friends, and/or charitable beneficiaries.

3. Have a snapshot or summary of your assets including their current market value, how they are titled/owned, account numbers, deeds, and related contact information. Some examples of these include:
   - Cash/bank accounts
   - Investment/brokerage accounts
   - Real estate
   - Retirement plans
   - Health Savings Accounts (HSAs)/educational savings plans
   - Life insurance
   - Annuities
   - Closely-held business interests (e.g., an LLC, a partnership, or family business assets)
   - Any received or expected inheritances
   - Household property, such as jewelry, artwork, vehicles, or belongings of sentimental value

4. Determine the key people who will be required to take action on behalf of your estate plan. These people may include: Who would be named your executor/trustee; the person who would make medical decisions on your behalf; and your designated guardian(s) for any minor or disabled children.

5. Think through how you want your wealth distributed to your heirs (which may include any entity from your family and friends to your preferred charities).

6. Find any existing estate plan from the past or any estate planning documents you need to review and/or update.