Case Estate & Elder Law, P.C.
1645 Falmouth Road, Suite 1E, Centerville, MA 02632
Phone: 508-790-3050 Fax: 508-790-3049
Website: www.CaseEstateLaw.com

FUNDING CHECKLIST

In order to assist you with funding your estate plan, please provide the following documents by this date:____________________________

- For all assets, feel free to provide a **preferred contact person**. We are always happy to work with a professional with whom you have an established relationship.

PROPERTY

- For any residential or commercial property within Barnstable County:
  - Provide a complete address
  - A copy of the Declarations page for your homeowner's insurance which clearly shows the policy number and agent information
- For any residential or commercial property outside of Barnstable County:
  - Provide a complete address AND a copy of the deed
  - A copy of the Declarations page for your homeowner's insurance which clearly shows the policy number and agent information
- For any timeshares
  - Provide a complete address AND a copy of the deed
  - Information on the property management company
  - If you pay a separate insurance policy for this property, then provide a copy of the Declarations Page as well.

BANK ACCOUNTS, INVESTMENT, and ANNUITIES ACCOUNTS:

- Asset information which we are looking for includes, but is not limited to, checking and savings accounts (including money market, CDs), AND brokerage accounts.
- Provide copies of fairly recent statements or policy pages showing: the institution, account type, account number, account owners, and current balance.
- Provide information on any safety deposit boxes including a list of owners

RETIREMENT ACCOUNTS

- For your IRAs, 401(K), 403(b), retirement annuities, or other retirement plans provide copies of fairly recent statements or policy pages showing: the institution, account type, account number, account owners, and current balance.
- If you are receiving social security, pensions, or other retirement income, provide documentation indicating the amount of income and the source of income.

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LIFE INSURANCE

- Provide copies of fairly recent policy pages showing: the institution, policy type, account number, policy owners, current beneficiaries, and policy payout amount.

STOCK

- Copies of any stocks you hold in certificate form AND/OR a copy of the book entry statement for each account.
- Copies of a complete contract for all company stock options.
- For STOCK held electronically, provide a current statement showing: the institution (i.e. Computershare), account number, owners, & the number of shares.

BONDS

- Copies of any bonds you hold in certificate form AND/OR a copy of the book entry statement for each account.
- For BONDS owned electronically, provide a current statement showing: the institution (i.e. Treasury Direct), account number, owners, type of bond, and face value.

PERSONAL EFFECTS

- Although we typically do not fund vehicles to the trust, it is important to inform our office of ANY items of value.
- If you have any collectibles, or insured possessions, please provide us with documentation for these items.

LONG TERM CARE POLICIES

- Although we do not fund your long term care polices, it is important to inform our office about any long term care policies you have as this information affects the design of your estate plan.

BUSINESS INTERESTS

- It is extremely important that you inform our office our any partnership interests, a corporate business, sole proprietorships, LLC entities, or professional interests.
- Provide documentation including, but not limited to, articles or organization, corporate agreements, company shares and memberships, partnership agreements, and information on the business entity’s legal counsel.