

WHAT TO BRING...

INITIAL ESTATE PLANNING MEETING

- ☐ **Prior Documents – If you have prior estate planning documents (Will, Trust, Powers of Attorney, Health Care Representative Appointments, Living Wills), please bring those with you.**
- ☐ **Bank and Investment Accounts – Either current statements from all bank, investment accounts, retirements accounts, life insurance policies, or a list of all such accounts.**
- ☐ **Beneficiary Information – Information on any beneficiary designations/transfer on death designations on any bank, investment accounts, retirements accounts, life insurance policies.**
- ☐ **Name List – List of full legal names, relationships, and addresses of anyone who will be an heir, or that you are considering appointing as a representative, such as an Executor, Power of Attorney, Health Care Representative, etc. Also, date of birth for anyone who is under 18.**
- ☐ **Things to Consider: Heirs – Who will be your heirs? It is best to think about percentages when considering multiple people.**
- ☐ **Things to Consider: Executor – Who do you want to appoint to be in charge of settling your affairs? (Executor)**
- ☐ **Things to Consider: Medical decision-maker – Who do you want to make medical decisions for you in the event of a serious accident or illness?**
- ☐ **Things to Consider: Financial decision-maker – Who do you want to handle financial and business matters for you in the event of a serious accident or illness?**

WHAT TO BRING...

INITIAL MEDICAID/NURSING HOME ASSET PROTECTION MEETING

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- ☐ **Bank** – Bank statements for all accounts from the past 6 months (all pages, even if blank); Current balances in all bank accounts.
- ☐ **Investments** – Investment/financial account statements for all accounts for the past 3 months, all pages. (This includes stocks, bonds, mutual funds, CDs, retirement accounts, annuities, etc.).
- ☐ **Income** – Documentation of all income (This includes paystubs, pension statements, Social Security annual benefit amount letter, annuity payments, business or rental income, etc.).
- ☐ **Real Estate** – The Deed and/or property tax statement or assessment for any real estate owned.
- Vehicles** – Titles and/or registrations for any cars, truck, motorcycles, RVs, trailers, and other titled motor vehicles.
- ☐ **Life Insurance** – The actual policy for any life insurance owned and a statement of current cash surrender value, if it has a surrender value. If it does not, something in writing stating this. You may need to contact the life insurance company to obtain this information in writing.
- ☐ **Long-Term Care Insurance** – Long-Term Care insurance (nursing home insurance), if you have this kind of insurance, bring in the actual policy and any other information you have about this insurance.
- ☐ **Pre-Paid Funeral** – The policy/contract for any prepaid funeral arrangements.

WHAT TO BRING...

INITIAL MEDICAID/NURSING HOME ASSET PROTECTION MEETING

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- ☐ **Legal Documents** – All legal documents (This would include Powers of Attorney, Healthcare Representative Appointment, Last Will and Testament, Trusts, etc.).
- ☐ **Gifts** – Have you made any large gifts (\$1000 or over) in the past 5 years, or given away any interest in real estate? Vehicles? If so, documentation of those gifts (dates and amounts).
- ☐ **Sales** – Information on any large assets that you have sold - such as real estate or vehicles, in the last 5 years.
- ☐ **Closures** – Information on any bank accounts or investment accounts that you have closed or moved in the last 5 years.
- ☐ **Medicaid Admission Dates** – Please know the date of any recent hospital admissions and/or nursing home/rehab admissions.
- ☐ **Bills and Debts** – Information on regular monthly bills and outstanding debts, such as mortgage balance, credit cards, large outstanding medical bills and other large debts.
- ☐ **Taxes** – If filing income taxes, most recent tax return and all 1099s/other attachments.

WHAT TO BRING...

INITIAL ASSET PROTECTION MEETING

For those who might be worried about future nursing home/asset protections, but no current need

- ☐ **Bank – Recent bank statements (all pages) for all accounts.**
- ☐ **Investments – Investment/financial account statements for all accounts (all pages). (This includes stocks, bonds, mutual funds, CDs, retirement accounts, annuities, etc.).**
- ☐ **Income – Information on all income you receive.**
- ☐ **Real Estate – The Deed and/or property tax statement or assessment for any real estate owned.**
- ☐ **Life Insurance – Information on any life insurance policies that you may have, including current cash surrender value and death benefit.**
- ☐ **Long-Term Care Insurance – Long-Term Care insurance (nursing home insurance), if you have this kind of insurance, bring in the actual policy and any other information you have about this insurance.**
- ☐ **Legal Documents – All legal documents (This would include Powers of Attorney, Healthcare Representative Appointment, Last Will and Testament, Trusts, etc.)**
- ☐ **Gifts – Have you made any large gifts (\$5000 or over) in the past 5 years, or given away any interest in real estate? Vehicles? If so, documentation of those gifts (dates and amounts).**
- ☐ **Debts – Information on outstanding debts, such as mortgage balance, credit cards, large outstanding medical bills and other large debts.**
- ☐ **Taxes – If filing income taxes, most recent tax return and all 1099s/other attachments.**

WHAT TO BRING...

INITIAL ASSET PROTECTION MEETING

If you want to talk about your home/real estate

- ☐ **Deed – Deeds to your real estate.**
- ☐ **Property Taxes – Recent property tax statements or assessments.**
- ☐ **Mortgage – If you have a mortgage or home equity loan, a recent statement showing the balance owed.**
- ☐ **Other Assets – A rough list of other assets/investments (bank accounts, investments, retirement accounts, etc.).**
- ☐ **Gifts – Have you made any large gifts (over \$10,000.00) in the last 5 years? If so, information on those gifts.**
- ☐ **Long-Term Care Insurance – Long-Term Care insurance (nursing home insurance), if you have this kind of insurance, bring in the actual policy and any other information you have about this insurance.**

WHAT TO BRING...

MEETING AFTER A LOVED ONE'S DEATH

- ☐ Original death certificate.
- ☐ All legal documents - Will/Trust/Amendments, etc.
- ☐ Recent statements for all bank account, investments accounts, retirement accounts, life insurance and other assets.
- ☐ Please determine (if possible) if there are any joint owners, beneficiary designations, or transfer on death designations for any of those accounts, and who the beneficiary(ies) might be.
- ☐ List of people who are named as heirs or beneficiaries, including full legal names and current addresses.
- ☐ For any real estate owned, the deed and recent property tax statement or assessments, along with information on any mortgage balance or home equity loan and information on any other assets owned by the deceased person.
- ☐ Information on all possible outstanding debts.
- ☐ Most recent year's income tax return (1040) and all attachments (W-2s, 1099s, etc.), if the person filed.