

FREE RESOURCE

Estate Planning Operations Checklist

What to confirm and track with clients every few years — your operational role in their estate plan.

A note on scope

This is an operations checklist for advisors — things to confirm and track with clients. It is not legal advice. Clients should work with their estate attorney on all documents.

The checklist — review with clients every 2-3 years

- ☐ Beneficiary designations confirmed on every account and policy — not just "we did those once."
- ☐ Will exists and reflects current wishes, guardians, and executor.
- ☐ Trust exists AND is funded — accounts retitled, beneficiaries updated.
- ☐ Durable power of attorney in place (financial).
- ☐ Healthcare power of attorney / advance directive in place.
- ☐ HIPAA authorization signed so family can get information in an emergency.
- ☐ Account titling reviewed — joint, TOD, trust-owned as intended.
- ☐ Digital access plan: who can reach accounts, passwords, and key documents?
- ☐ Emergency contacts on file — and the family knows who to call first.

Your operational role

You are the tracker, not the drafter. Log review dates, chase the attorney follow-through, and keep copies per your retention policy. The value is that someone is watching the calendar — because clients will not.

Want this built into your practice?

Book a free practice operations assessment at ajghosh.com