



Case Estate 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.
 - For the initial funding of your estate plan, your coordinators at our firm is:
Dawn McAssey DawnM@CaseEstateLaw.com
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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 property with a mortgage:
 - A copy of the Owner's Policy of Title 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



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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.

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.

BUSINESS INTERESTS

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