

Unmarried + Children

People likely impacted: Children - education, maintenance and support, physical and financial guardianship; Grandparents / Aunts & Uncles

Goal: “Leave No Mysteries” “Make sure financial life and relationships carry on “

In the checklist below, do the items with *asterisk right away because they are the easiest – no cost, takes very little time, has maximum effectiveness.

Otherwise, the list is in order of importance and increases in complexity when you get to creation of a Will and associated legal documents.

Children’s Guardian(s) FIRST

Name Guardian / Backup Guardian for Child(ren) in writing

- Financial and physical guardians can be different.
- If you share custody, ensure via Will and Custody agreement that grandparents or other important relations have access to the child(ren).

Check These and Make Changes as Necessary

*Beneficiaries (Primary and Contingent) for your Roth IRA, IRA, 401k accounts

*Beneficiaries for your Insurance policies – check each site, even employer paid policies

- NOTE: DO NOT LIST YOUR ESTATE OR LEAVE BLANK – list names of people or trusts established instead.

Important: Minors can’t inherit monetary assets without guardianship– you Will need to establish a Trust under a Will for them.

Create these KEY DOCUMENTS with professional assistance

A Will for who gets your belongings / assets that do not have a listed beneficiary on the account and establishes guardianship for any child(ren). Determines the distribution of your financial assets and insurance proceeds for benefit of minor children.

A Trust (established under your Will) for benefit of minors (will probate) OR

A Living Trust with instructions for distribution of assets over time (NO Probate)*

A Durable Power of Attorney for trusted person to pay bills, represent you legally.

A living Will to allow trusted loved one to make decisions regarding your healthcare or extraordinary measures to save your life or disconnect from life support.

*Consider organ donation and update your driver’s license.

*Note: A minor, once reaching age of majority (in their state) must complete full withdrawal of ALL inherited retirement accounts within 10 years. No rollovers! Fully taxable.

Collect and List

- List of contacts and contact info to let friends / contacts know about your death / disability – (*Guardian(s) of children, Parents, family, friends, HR phone, CPA, mortgage / landlord, Children’s Doctor(s), Children’s School(s), Pet’s Vet*)
- List of Passwords (**phone, banking, brokerage accounts, retirement accounts, mortgage, credit cards, loans*)
- List of digital assets (and user name / password and answers to security questions in order to close down)

- Email accounts
- Social media accounts
- Online banking accounts
- Online subscription-based accounts
- Ecommerce or marketplace accounts (i.e. Amazon, eBay, etc.)
- Photos saved online or on the cloud
- Online chatroom accounts
- Cell phone apps
- Online dating or gaming accounts
- Online accounts for utilities
- Loyalty program benefits (i.e. frequent flyer miles, credit card perks, etc.)
- Any other personal information you store on your computer, cell phone, or tablet ere you keep the following:

Where do you keep:

- *DD form 214 (if military)*
- *Children’s Birth Certificates / Passports*
- Will*
- Material things not at your home*
- *Keys to car / home / lockers / storage units / Boats / RV’s*
- Durable Power of Attorney*
- Living Will*
- Insurance Policies*
- Deeds / Titles to Car, House, Boats, RV’s*

Print Out or Screenshot

- *Codes to access*
(Storage units, gates, home alarm, laptop)
- Statement for each bank, brokerage, 401k / retirement account, Educational Savings Account (529)*
- Statement for each debt / Credit Card*
- List of your subscriptions (your phone may have this that you can screenshot) – audio, video, books, anything with a monthly or annual fee)*

*Identify in writing (and let them know):

- Your Team – *who will serve as executor or personal representative for your estate,*
- **who Will take care of your pets?*

Leave Instructions – Audio, Video, or Written

Funeral or Party? How do you want your life celebrated?

**Cremate or bury? Where?*

Leave a message to post on Social Media.

Notify guardian of child(ren) of the availability of scholarships for college via your active membership in SETP. As of 2023, the Scholarship Foundation is fully funding all college / advanced education beyond high school for children of deceased members in good standing.

Share this ROADMAP

Share the instructions checklist with Family / Friends