



COMPTROLLER'S ESTATE PLAN CHECKLIST

Individuals who die without a will or leave no known heir, or heirs not qualified or willing to administer an estate, may have their estates managed by the Nassau County Public Administrator as appointed by the Nassau County Surrogate's Court. The Nassau County Comptroller has created this Estate Planning Checklist to help you organize your legal and financial documents to more efficiently settle your estate. Planning your estate ensures that your assets are distributed according to your wishes. Be reminded that your "estate" is your net worth including all of your personal assets, legal rights, interests and entitlements to property of any kind, not just your real property (land, houses etc.) interests.

Drafting a Will

Drafting a will can ensure that your assets are distributed according to your wishes. During this process you will be able to designate an executor to administer your estate.

Power of Attorney

This document authorizes an individual to act on your behalf.

Important Financial Paperwork

Many financial accounts, like 401(k)s, pensions, and IRAs, allow the account holder to designate a beneficiary to transfer the assets upon the account holder's death. These agreements are legal documents and can supersede any wishes laid out in your will. It is important to make sure to your beneficiary list is up-to-date.

Leave Detailed Information

It is important to leave an inventory of all bank accounts, investment accounts, insurance policies, internet passwords, and other important information in one useful list. For example, if you are a couple where one member handles most of the financial affairs, this could be especially useful.

Health Care Proxy

This document spells out your wishes for medical care at the end of your life. You'll be able to dictate the extent to which you want medical treatment to prolong your life and other medical procedures should you be unable to make decisions.

This estate planning list is not intended to provide advice for specific individual situations, nor should it be construed to be providing legal advice or the formation of a lawyer/client relationship.

You should seek the services of a qualified professional when planning your estate. For example, the Senior Citizen Law Project, in collaboration with the Nassau County Office for the Aging, provides legal representation, advice, and referrals to eligible Nassau County seniors relating to health care, housing, wills, and future planning concerns. For more information, call (516) 292-8100.