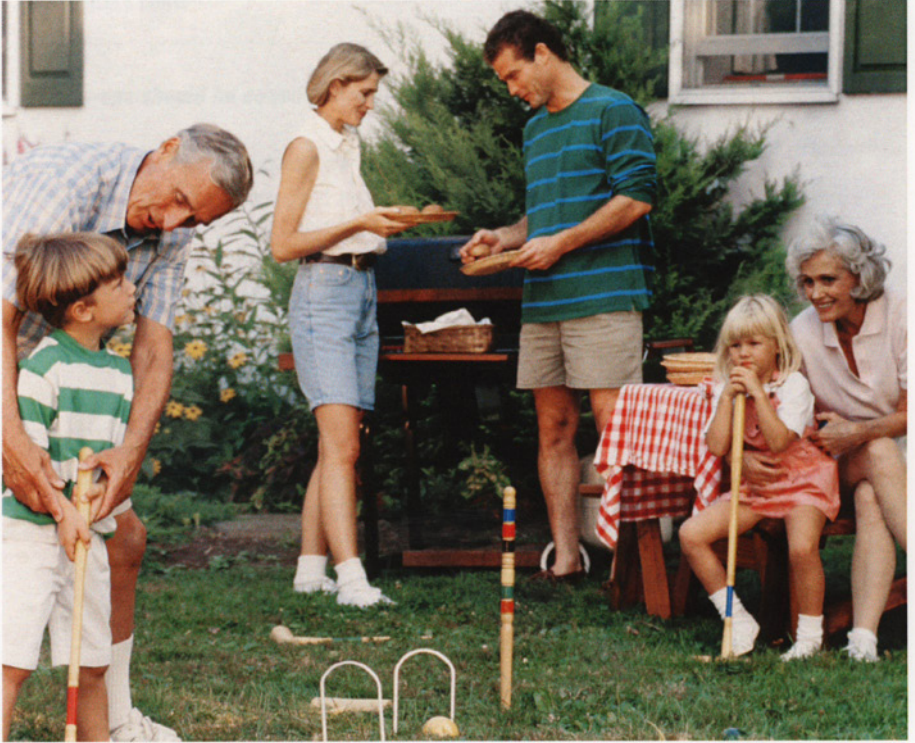


MY BENEFICIARY FORM CHECKLIST

Beneficiary Form Checklist



NAME OF CLIENT

DATE

NAME OF ADVISOR

DATE

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MY BENEFICIARY FORM CHECKLIST

My Name

Date

My Advisor's Name

Plan #

Follow-ups should be added to the To Do List at the end of this Checklist

1. Where do I keep copies of beneficiary form?

- Can I produce the copies and are they current? (Do they match what is on file with the plan? If not, I should request copies from the plan or update the plan forms.)
- Do my beneficiaries or the executor of my estate know where to find a copy of my beneficiary form?

Comments:

2. Is my beneficiary form current?

- Does it consider any recent changes in the IRS rules? (e.g. the correct life expectancy table is being used for required minimum distribution calculations)
- Does it consider state or federal estate and tax law changes?
- Does it consider retirement plan or account limitations? (e.g. no stretch opportunity)
- Does it consider life events that could change my beneficiary elections?
 - adoption
 - births-child or grandchild
 - divorce
 - special needs beneficiaries
 - beneficiaries to eliminate
 - death
 - marriage
 - other life events

3. Have I named a contingent beneficiary on my beneficiary form? What would be the effect of disclaiming?

4. Is my signed beneficiary form on file with the trustee/custodian/plan provider?

5. Do I have a copy of my most recent signed beneficiary form? (In case the plan provider "loses" its copy; may not be able to get a copy from an employer plan.)

6. Does my advisor have a copy of my most recent signed beneficiary form?

MY BENEFICIARY FORM CHECKLIST

7. Can my trustee/custodian/plan provider locate and/or produce its copy of my most recent signed beneficiary form?

Comments:

8. When my estate plan was drafted, did it take into account my retirement assets?
(Retirement assets will pass according to my beneficiary form, not my will.)

9. My beneficiary form should name a person as beneficiary, not an entity, unless I am leaving my retirement assets in whole or in part to a charity or a trust.

10. Does my beneficiary form allow my beneficiaries to "stretch" payouts?

11. Does my beneficiary form allow "per stripe," "per capita" or "per capita at each generation" designations?

Comments:

12. Who are my primary beneficiaries and what % do they inherit? (Should = 100%)

13. Who are my contingent beneficiaries and what % does each inherit?
(Should = 100%)

14. If there are multiple beneficiaries, have I clearly stated each beneficiary's share on the beneficiary form?

15. If I have multiple beneficiaries, is there a need for me to create separate accounts for them now?

Comments:

FOLLOW-UP

To Do List

Date Completed

1

2

3

4

5

6

7

8

9

10

My Signature

Date

Advisor Signature

Date

GLOSSARY

BENEFICIARY

Designated beneficiary is defined as an individual who is either a spouse or a non-spouse. Always have the option of stretching retirement distributions over their lifetimes, as long as governing document or agreement allows.

Non-designated beneficiary is a trust, charity or estate – none of which have a recognized life expectancy and thus cannot stretch distributions. However if a trust satisfies certain special rules it can stretch distributions based on the life expectancy of the oldest trust beneficiary.

Default beneficiary is the beneficiary named by the retirement plan documents, in case the account owner did not name a beneficiary or all named beneficiaries have died.

Contingent Beneficiaries – is second beneficiary in line to inherit the account owner's assets. When the primary beneficiary inherits the assets, the contingent beneficiary no longer has any entitlement to those accounts.

DISTRIBUTION RULES OF DESIGNATED BENEFICIARIES

Stretch distributions – the beneficiary can choose to stretch distribution and use the IRS Single Life Expectancy Table to get expectancy factor. In addition, a spouse can roll over the assets to his or her own IRA.

Five-year rule – the entire account balance must be paid out by the end of the fifth year after death of the account owner.

Immediate payout – available but never required. This is a taxable event and because the retirement account is gone there is no stretch.

Per stirpes – “by the branch in equal shares,” if the beneficiary predeceases the account owner, that beneficiary's share goes to their descendants. The descendants do not need to be individually named on the beneficiary form.

Per capita – “by the head,” generally means that assets are to be divided among the surviving beneficiaries only, with no representation by descendants of deceased beneficiaries.

Direct Rollover (Trustee-to-Trustee Transfers) – the outgoing IRA custodian or trustee is instructed to make the distribution payable to the new custodian or trustee.

NOTES:

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