

Beneficiary Form Checklist

Name (Please Print): _____ **Date:** _____

Advisor's Name: _____

Follow-ups should be added to the To Do list at the end of this checklist.

1. Where are copies of the beneficiary forms kept? _____
 Can the copies be found? (Do they match what is on file with the Trustee/Custodian/plan provider? If not, request copies from the Trustee/Custodian/plan provider or request new forms.) _____
 Do beneficiaries or the executor of the estate know where to find copies of the beneficiary forms? _____
2. Are the beneficiary forms current? _____
 Do they consider any recent changes in the IRS rules? (e.g., the correct life expectancy table is being used for required distribution calculations) _____
 Do they consider state or federal estate and tax law changes? (e.g., the SECURE Act) _____
 Do they consider plan limitations? _____
 Do they consider life events that could change my beneficiary elections? _____
 - adoption _____
 - beneficiaries to eliminate _____
 - births – child or grandchild _____
 - deaths _____
 - divorces _____
 - marriages _____
 - special needs beneficiaries _____
 - other life events _____
3. Is there a contingent beneficiary named on each beneficiary form? What would be the effect of disclaiming? _____
4. Is a signed beneficiary form on file with the Trustee/Custodian/plan provider for each retirement account? _____
5. Is there an acknowledged copy of each most recently signed beneficiary form? (In case the plan provider "loses" its copy.) _____
6. Does the Advisor have a copy of each most recently signed beneficiary form? _____
7. Can the Trustee/Custodian/plan provider locate and/or produce its copy of each most recently signed beneficiary form? _____

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8. When the estate plan was drafted, did it take into account the retirement assets? (Retirement assets will pass according to the beneficiary form, not the will.) _____
9. The beneficiary form should name a person, not an entity, as beneficiary unless the retirement assets are being left in whole or in part to a charity or a trust. _____
10. Who are the primary beneficiaries and what % do they inherit? (Should = 100%)

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

12. Are there multiple primary or contingent beneficiaries? _____
13. If there are multiple beneficiaries, make sure each beneficiary's share is clearly stated. _____
14. If there are multiple beneficiaries, is there a need to create separate accounts for them now? _____

Follow-Up

To do List		Date Completed
1		
2		
3		
4		
5		

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