

# 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? \_\_\_\_\_

- 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	

**A M E R I C A ' S I R A E X P E R T S**

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