

Additional Beneficiary Retirement Account Checklist

Where are copies of the beneficiary forms kept? _____

Do they match what is on file with the plan? _____

Are the beneficiary forms current? _____

Do they consider any recent changes in the IRS rules?
(i.e. the correct life expectancy table is being used for
required distribution calculations) _____

Do they consider state or federal estate and tax law
changes? (i.e. state estate tax decoupling that could
mean estate tax due at death) _____

Do they consider plan limitations? (i.e. no stretch
opportunity) _____

Do they consider life events that could change my
beneficiary elections?

Any special needs beneficiaries _____

Is there a contingent beneficiary named on each
beneficiary form? What would be the effect of
disclaiming? _____

Is there an acknowledged copy of each most recently
signed beneficiary form? (In case the plan provider
“loses” its copy.) _____

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.) _____

Does the beneficiary form allow the beneficiaries to
stretch payouts? _____

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

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

If there are multiple beneficiaries, make sure each
beneficiary's share is clearly stated. _____

If there are multiple beneficiaries, is there a need to
create separate accounts for them now? _____

To reduce state income taxes where are all the tax
returns showing your deductions or proof of deposits? _____