

## YOUR PERSONAL PLANNING

### I. After your Will is signed

The following steps should be taken right away:

1. Let your executor and family members know where the original Will is.
2. Make and keep current a list of your assets and where they can be found.
3. List and Keep current the names and addresses of your beneficiaries.
4. Keep your documents in one place, including the title to your home, personal agreements (such as divorce papers, separation agreements, marriage contracts, family trusts), and make sure that someone else knows where these documents can be found.

### II. Reviewing your personal planning

Your Will and other planning should be reviewed on a regular basis. Your family circumstances may change, the laws may change or your mind may change about your beneficiaries.

I recommend that you review your planning at least once a year, every time that there are changes in your personal or financial affairs, or if you acquire property outside Canada.

If you want to change your Will, do not make any changes on the original Will. You can amend your Will by making a new Will. You can also amend it by a document called a Codicil. This document may be a formal document with two witnesses, or it may be wholly in your own handwriting (but make sure you understand the legal consequences of the changes you are making).

The law sometimes revokes your Will or parts of it when there are changes in your circumstances:

1. If you marry after the date of the Will, the Will is void at the option of your new spouse.
2. If you divorce, the gifts to your former spouse are void, and the Will is read as though your former spouse predeceased you, unless your Will expresses a different intention.
3. Making a new Will revokes the previous Will.
4. Destroying your Will revokes it.