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Dear Friend:

We are pleased to provide you with a copy of our estate planning guide. This guide will assist you as you begin the process of planning for your future. It can be a valuable tool that will help you gather information. It will also help you think about how to use your estate plan to provide for your loved ones and support the causes you care about.

We hope to provide you with the information you need to help make important life decisions. This guide is laid out in an easy to understand, step-by-step manner. After completing this guide, you will have thought through how you would like your assets to be distributed when you pass away, as well as considered other important topics such as guardianship and medical care.

The guide is short and can be completed in about two or three hours. Take your time reviewing each section. Before you get started, you may wish to view the educational videos and information on our website, www.mssgiving.org, which will provide an overview of the estate planning process.

Once you have completed this guide, you will be prepared for an informed and meaningful conversation with your attorney and/or financial advisor regarding your desires for the future. When you have completed this guide, your attorney can use your notes to draft an estate plan that will fulfill your wishes and **create a lasting legacy**.

It is our pleasure to assist you in this journey. We understand that moving forward in creating a plan for your future and securing an impactful legacy can be a daunting task. If at any time you have questions or need someone to guide you in the right direction, please feel free to contact me. I am here as a resource to you. Our team cares for you and wishes you the best in your planning!

With love and gratitude,

Brittany Cuevas
Vice President for Philanthropy
Mississippi Methodist Senior Services

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Important Disclosure

Thank you for completing this guide. It is offered by us to you as an educational service. While we attempt to provide helpful estate and financial background, we are not able to offer specific legal advice on your personal situation. Because you may have specific needs, you will want to contact your own attorney. He or she will be your independent advisor. With the advice of your independent attorney, you may have a customized estate plan that truly fulfills your unique family, healthcare, estate and planning goals.

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Introduction

Planning Your Legacy

Through proper planning, the legacy of love and care that you leave for your family and friends can be encouraging and even inspiring. We will show you how to create or update your estate plan with a will and a trust, as well as plan for any future financial and medical needs. A well-thought-out plan enables you to leave a legacy that will support the people and causes you care about.

By using this guide to gather information for your attorney, your estate planning process will be much easier, less expensive and a comfort to your loved ones, while fulfilling your desires for friends and family.

What are the benefits of an estate plan?

Peace

An estate plan should give you and your family peace of mind, knowing that important and sometimes difficult decisions have been made to care for you and your loved ones.

Protection

An estate plan provides for your future medical decisions and protects your family. A good plan may increase your lifetime security and also achieve your goals for family and charity.

Provision

A well-designed estate plan makes provision for both you and your family. You can transfer property to the right people, in the right way, at the right time and at minimal cost.

Four Steps to a Good Estate Plan

1. Write Down What Is Important. The first step in the estate planning process is to gather information about yourself, your loved ones and the property that you own. You can use this planning guide to collect that information so that you leave the right assets to the right people in the right way.

2. Speak With An Attorney. Talk to a knowledgeable estate planning attorney who can prepare the necessary legal documents, such as a will, trust or medical directive. Bring this completed planning guide with you for a confidential meeting with your attorney.

3. Understand Your Plan. A good plan will promptly transfer your property to beneficiaries you select. Property can be transferred by a will or trust, a deed or beneficiary designation. You should review your plan with your attorney so that you understand it and are confident it reflects your priorities.

4. Sign Your Documents. Your plan is not effective until you sign your estate documents. Some states require that you sign your documents in the presence of one or more witnesses or a notary. Your attorney understands these requirements and can help you with this part of the process.

Estate Planning Documents

Let's start by reviewing the three basic estate planning documents-a will, a durable power of attorney for healthcare and a durable power of attorney for finances.

Last Will and Testament

Your will is a written document, signed by you and typically by two witnesses. In some states, your signature is witnessed by a notary. If your will is accepted by the probate court, it will be used to determine the distribution of your property. Without a will, the court often ignores your desires and follows state law to distribute your assets and appoint guardians for minor children.

With a will, you are able to choose who will inherit your property and who will administer your estate as executor or personal representative. If you have minor children, you can choose a guardian. A guardian is someone who will care for your minor children. Your will also may include a trust and you can name a trustee.

A will is an essential part of transferring your property at the right time to the right people at the lowest cost. Without a will, your family may encounter increased costs, delays and unnecessary conflicts. You can provide a great legacy for family with a sound estate plan.

Healthcare Directives

There are two types of healthcare directives-a durable power of attorney for healthcare and a living will. In some states, they are combined into one document called an advance directive.

A durable power of attorney for healthcare allows you to select a person who can help make healthcare decisions if you are incapacitated. You may have a serious medical condition and the doctor will need healthcare advice. Your designated holder of a durable power of attorney for healthcare can help you receive high-quality care.

A living will is a second document (in many states) that helps medical personnel understand your wishes for end-of-life care. In your last days and weeks of life, there are a number of decisions regarding care, nutrition, hydration, and resuscitation that need to be made. A living will permits you to recommend your preferred end-of-life care options.

Durable Power of Attorney for Finances

When you sign your will, you usually are able to manage your finances and personal affairs. However, that may not always be the case. There may come a time when you are in poor health and not able to manage your finances. During these times, you will want a plan to ensure your property is being cared for and your bills are being paid.

A durable power of attorney for finances is a solution to protect your property and yourself. A durable power of attorney allows you to appoint someone to make financial decisions if you are disabled or incapacitated. If you do not have a durable power of attorney for finances, the court may decide to appoint a conservator. A court-appointed conservator may not understand you or your goals and may not share your values. The court may require the conservator to submit expensive reports and audits, which would be paid for out of your assets.

A durable power of attorney for finances permits you to select the person who will act on your behalf. It enables you to select someone you trust and who shares your values.

Your Benefits With Other Planning Documents

Living Trust

A living trust holds your property and is managed by you or a trustee you select. You or your selected trustee may own, manage and control your assets during your lifetime. You may add property to or remove property from the trust at any time. Any trust income is taxable to you.

Custom Estate Plan for Family Business, Investments or a Child with Special Needs

You may need a custom plan if you own a family business, have substantial real estate holdings or your child has special needs. A special needs trust will facilitate care of your child by providing resources and directions.

IRA, 401(k) or Other Retirement Plan

Your IRA, 401(k), 403(b) or other retirement plan can be transferred to a person or charity after you pass away. It is transferred through a beneficiary designation form provided by your plan custodian. You may select a primary beneficiary as well as contingent beneficiaries.

Life Insurance

Life insurance involves a written document called a policy, which is a contract. The policy will provide a payout to the policy beneficiaries after the person whose life is insured passes away. Primary or contingent beneficiaries are named on your beneficiary designation form.

Charitable Remainder Trusts

A charitable remainder trust (CRT) is an excellent way to benefit yourself, your spouse or other family members and provide financial support to your favorite charitable causes. A testamentary CRT through your will or living trust can provide income for your family. After all of the payments are made to family, the remaining trust assets will be given to charity. You may also consider funding a lifetime CRT. You will receive a charitable income tax deduction and trust income payouts.

Charitable Gift Annuities

A charitable gift annuity is a contract involving you and a charity. You make a gift to the charity in exchange for fixed payments for the life of one or two persons. After all payments are completed, the charity receives a gift. A gift annuity funded during life provides you with a charitable income tax deduction and partly tax-free income.

Donor Advised Funds

Many families find that a donor advised fund (DAF) is a simple and efficient way to support the causes they care about. With a DAF, you can time your gifts to favorite charities. You receive an income tax deduction and may decide later on your transfers to favorite charities. Many parents find that a DAF is a useful tool that can encourage philanthropy by allowing their children to recommend future gifts to charity from the DAF.

Charitable Endowments

You can use your will or trust to create an endowed fund after you pass away. We will invest your gift and use the annual income to support your chosen area of our work. Because we are not spending the principal amount of your gift, an endowed gift has the ability to benefit us for many years and it enables you to leave a lasting legacy.

You and Your Family

Please tell us about you and your family. Print names in ink, not pencil. Spell names exactly as you want them to appear in your estate documents. Use full legal names, not nicknames.

Your Personal Information

Your Full Legal Name _____ ☐ Male ☐ Female

Date of Birth _____ Social Security Number _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Employer/Address _____

Work Phone _____ Job Title _____

Current Marital Status:
☐ Single ☐ Married ☐ Engaged ☐ Widowed ☐ Legally Separated ☐ Divorced

Prior Marriages: If you were in a previous marriage that ended in divorce, when did that marriage end? _____

If you are widowed, when did your spouse pass away? _____

Check which documents you presently have: ☐ Will ☐ Living Will ☐ Living Trust
☐ Durable Power of Attorney/Healthcare ☐ Durable Power of Attorney/Finances
When were these last updated? _____

Your Estate Planning Goals

You may have a number of goals that you want carried out through your estate plan. Listed below are several types of goals. Please indicate how important these goals are by checking the appropriate numbered box (one is low importance and five is high):

	(Low) 1	2	3	4	(High) 5
Provide for spouse or children	☐	☐	☐	☐	☐
Provide for guardianship of minors	☐	☐	☐	☐	☐
Provide for healthcare if disabled	☐	☐	☐	☐	☐
Protect against liability	☐	☐	☐	☐	☐
Reduce estate taxes	☐	☐	☐	☐	☐
Increase current income	☐	☐	☐	☐	☐
Create a charitable legacy	☐	☐	☐	☐	☐
Plan for business	☐	☐	☐	☐	☐
Other goals _____	☐	☐	☐	☐	☐

Your Estate Planning Family Background

1. Lifetime Gifts. You may have made substantial tax-free gifts to children or other heirs. If you have, please list those below or attach a list of those gifts to this guide.

_____

2. Trustee, Guardian or Executor. Are you currently serving in this capacity? ☐ Yes ☐ No

3. Inheritance. Is it likely that you may receive an inheritance? ☐ Yes ☐ No

4. Safe Deposit Box. List the bank and address where your box is located.

Bank _____ Address _____

City _____ State _____ Zip _____

Identify the name of the person who has the key.
Name _____

Your Spouse's Information (If Applicable)

Spouse's Full Legal Name _____ ☐ Male ☐ Female

Date of Birth _____ Social Security Number _____

Home Phone _____ Cell Phone _____

Email _____

Employer/Address _____

Work Phone _____ Job Title _____

Was your spouse previously married? ☐ Yes ☐ No

If previously married, how did the marriage end? ☐ Divorce ☐ Annulment ☐ Death

Check which documents your spouse presently has: ☐ Will ☐ Living Will
☐ Living Trust ☐ Durable Power of Attorney/Healthcare
☐ Durable Power of Attorney/Finances

When were these last updated? _____

Do you or your spouse have a prenuptial agreement that identifies and disposes of separate spousal property? If yes, attach a copy for your attorney. ☐ Yes ☐ No

Your Religious Affiliation

Religious Affiliation or Denomination _____

Preferred Place of Worship _____

Address _____

City _____ State _____ Zip _____

Phone _____

Your Children's Information

☐ Yes, I have children (If so, how many? _____) or ☐ No, I do not have children.

If the answer above was yes, please complete the following information for each child. Please list all of your children, whether minors or adults, including deceased children, children from a prior marriage, as well as any children who were adopted or are foster children. Please attach additional pages as needed. If you wish to exclude a child as a beneficiary of your estate, check the "Exclude from Plan" box.

1. Full Legal Name _____ ☐ Male ☐ Female

Date of Birth _____ Social Security Number _____

Home Address _____

City _____ State _____ Zip _____

Status (check all that apply):
☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan

Parentage
☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted
☐ Foster ☐ Deceased

2. Full Legal Name _____ ☐ Male ☐ Female

Date of Birth _____ Social Security Number _____

Home Address _____

City _____ State _____ Zip _____

Status (check all that apply):
☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan

Parentage
☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted
☐ Foster ☐ Deceased

3. Full Legal Name _____ ☐ Male ☐ Female

Date of Birth _____ Social Security Number _____

Home Address _____

City _____ State _____ Zip _____

Status (check all that apply):
☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan

Parentage
☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted
☐ Foster ☐ Deceased

You and Your Contacts

Your Executor

One reason your will is important is that it allows you to name an executor, the person who will manage your estate after you pass away. Because your executor has the power to make decisions about the management of your estate, you should select a trusted person who shares your values. An executor will usually complete eight steps to ensure an orderly transfer of all of your property to the right individuals.

1. Submit your will to the probate court
2. Locate your heirs
3. Determine your estate assets and values
4. Pay bills and the estate attorney
5. Make debt payments
6. Resolve any estate controversies
7. File final income tax and estate tax returns
8. Distribute your assets to heirs

Please name the person you wish to appoint as Your Executor

Name of Executor _____ Email _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Relationship _____

Please name an Alternate Executor

Name of Alternate _____ Email _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Relationship _____

Guardian for Minor Children

Please name the person to be Guardian for Minor Children (If Applicable)

Name of Guardian _____ Email _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Relationship _____

Please name an Alternate Guardian

Name of Alternate _____ Email _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Relationship _____

Your Healthcare Representative

There are two primary documents that will provide for your future healthcare decisions. A durable power of attorney for healthcare empowers the person you select to make key decisions for your care. It is called a "durable" power because it is effective even if you are ill and not capable of making your own decisions.

A second document is a living will. If you are in your final weeks or days of life, then decisions must be made about your nutrition, hydration, resuscitation and other critical care. In some states, the living will and healthcare power of attorney are combined into an advance directive.

Please name your Power of Attorney for Healthcare

Name of Primary _____ Email _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Relationship _____

Please name your Alternate Power of Attorney for Healthcare

Name of Alternate _____ Email _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Relationship _____

Power of Attorney for Finances

Do you want to create a durable power of attorney for finances? ☐ Yes ☐ No

Please name your Power of Attorney for Finances

Name of Primary _____ Email _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Relationship _____

Please name your Alternate Power of Attorney for Finances

Name of Alternate _____ Email _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Relationship _____

Estate Finances

Please list all of your assets and liabilities. This will help your advisor plan your estate. Most people learn at the end of this exercise that they are worth more than they think.

Assets	$ Total Value of Asset	Joint Property	Your Property	Spouse's Property
Example Property	$298,000		✓	
Real Estate				
Main Residence Address		☐	☐	☐
Second Residence Address		☐	☐	☐
Vacation Home		☐	☐	☐
Time Share		☐	☐	☐
Other Real Estate		☐	☐	☐
Checking and Savings Accounts				
Bank Account - Bank(s) and Account Types		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
CDs/Money Market Funds/Credit Union Accounts				
Account (Custodian or Account Type)		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
Tax Sheltered Annuity - Not in Retirement Plan		☐	☐	☐

Assets	$ Total Value of Asset	Joint Property	Your Property	Spouse's Property
Investments				
Bonds or Bond Fund Custodian, Account Number		☐	☐	☐
Stocks or Stock Fund Custodian, Account Number		☐	☐	☐
Savings Bonds		☐	☐	☐
Personal Property				
Furniture/Household Furnishings		☐	☐	☐
Tools & Equipment		☐	☐	☐
Antiques/Collections		☐	☐	☐
Jewelry		☐	☐	☐
Automobiles		☐	☐	☐
Recreational Vehicles		☐	☐	☐
Other Vehicles		☐	☐	☐
Business Interests		☐	☐	☐
Life Insurance - Face Amount/Death Benefit		☐	☐	☐
Retirement (IRA/401(k)/403(b)) Custodian, Account Number		☐	☐	☐
Other Retirement Plan		☐	☐	☐
Miscellaneous		☐	☐	☐
Total Assets: $		☐	☐	☐

Liabilities	$ Total Amount of Debt	Joint Debt	Your Debt	Spouse's Debt
Mortgage on Personal Residence		☐	☐	☐
Mortgage on Second Residence		☐	☐	☐
Mortgage on Vacation Home/Other Real Estate		☐	☐	☐
Vehicle Debts		☐	☐	☐
Charge Accounts		☐	☐	☐
Installment Contracts		☐	☐	☐
Loans on Life Insurance		☐	☐	☐
Other Debts		☐	☐	☐
Total Liabilities/Debts: $		☐	☐	☐
TOTAL ESTATE: $ *(Assets Less Liabilities)*		☐	☐	☐

Online Accounts

Create a plan for your online accounts to help your heirs and executor access them.

1. Compile a List of Online Accounts and Access Information. For your personal, financial, business and social media accounts, list your usernames, passwords and account information. If you change the password to an account, be sure to update this list.

2. Protect Account Login Information. Online account security is very important. Do not include your account information in your will. Save the list on a memory drive in your home safe or use a password protection software program on your phone or computer.

3. Select an Executor for Your Online Accounts. You may want to appoint an executor who will have access to your online accounts. Your online accounts, such as a social media company, email provider or financial institution, may impose certain requirements. Please discuss authorization for your online executor with your attorney.

4. Write Directions for Your Online Accounts Plan. Finally, write a letter to your executor identifying actions for your online accounts. For example, you may ask your executor to download social media account photos and share copies with your family.

Estate Plans

Matching Your Plan and Priorities

It is important for your plan to match your priorities. Whether you are single or married, have children or other loved ones you want to provide for in your estate plan, you will want to consider the question, "What is the 'right amount' for an inheritance?"

The "Right Inheritance"

The right amount to leave to children, nephews, nieces and other loved ones will depend on a number of factors. Here are three guiding principles to help you make a prudent and wise decision.

1. Provide an inheritance that meets the needs of family.

2. Provide a reasonable level of security to maintain the standard of living for children, nephews or nieces.

3. Avoid leaving an inheritance covering too many "wants and desires," especially when an heir is not financially mature or would not handle an inheritance responsibly. Too much inheritance may lead to unhappiness. It could create a disincentive for someone to finish school, work hard and make sound financial decisions.

Some parents have saved, invested and been careful with their resources. As a result, they have accumulated a significant estate. How can a larger estate be transferred with a positive result for children?

A larger inheritance will be used more wisely if it is distributed over a longer time and at a later age. A lump sum at one time may be unwise. Many younger children who receive a large inheritance at an early age spend it within 18 months.

Instead, consider transferring a larger inheritance over a period of years. A good plan includes a distribution of principal when the parents pass away, income for a period of years and a second payout of deferred principal.

You may set a target number per child for the inheritance. The total inheritance can then be designed to pass that amount to a child, nephew or niece. A target number per child is the sum of the principal and income given through the inheritance plan.

You leave an inheritance in the hope you will help the child or other loved one to become a better person. Generally, you can increase the positive impact of an inheritance by stretching it out and setting a target amount.

Note to Attorneys

This guide contains three estate plans for single persons and married couples. These are a simple will, a will with trust for minor children and a will with a "Give It Twice" Trust. The "Give It Twice" Trust pays income to family members for life or a term of years with the remainder transferred to selected charities. If it is funded with an IRA or other qualified retirement plan, the "Give It Twice" Trust is a unitrust.

Single Person Estate Plan One

Simple Will

The estate plan for a single person, including a surviving spouse, can include a simple will that leaves an inheritance for adult children or other family members. With a simple will, you can leave specific gifts to certain individuals, such as children, siblings, nieces and nephews, as well as charity. You can also include provisions for the rest of your estate to be divided in accordance with your instructions.

Specific Bequests

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City and State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Residue of Estate

Percent of residue to family or to charity.

	Percent		Recipient, City and State
1.	_____	% to	_____
2.	_____	% to	_____
3.	_____	% to	_____

Simple Will and Trust for Children

An estate plan that combines a simple will with a trust can protect and benefit your family. Perhaps your heirs are adults, but you have a child who has not reached "financial maturity." You worry the child might quickly spend an inheritance. Or, you have children who have not yet completed college and you want to set aside resources to fund their education. A good plan for children is a simple will paired with a trust. The trust can spread out an inheritance and permit the trustee to pay for education, healthcare and other important needs.

Specific Bequests

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City and State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Name, City and State of Trustee

Name of Primary Trustee _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Email _____

Relationship, if not a spouse _____

Age for ending trust and distributing principal to children _____

Name of Children or Charities to Benefit from Trust Remainder

	Percent		Recipient, City and State
1.	_____	% to	_____
2.	_____	% to	_____
3.	_____	% to	_____

Give It Twice Trust for Family and Charity

Another popular plan combines a will with a "Give It Twice" Trust. A Give It Twice Trust (often a charitable remainder trust or CRT) can be funded by your will or living trust when you pass away. A CRT usually pays 5% income to children. The trust may pay for life or a term of up to 20 years. After all payments, the balance of the trust will be transferred to your favorite charities.

Specific Bequests

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City and State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Give It Twice Trust

If you select this option, please choose the portion of your residue to give to children outright and the portion that will be placed in the Give It Twice Trust.

Outright to children _____% To Give It Twice Trust _____% (Total of 100%)

Name, City and State of Trustee

Name of Primary Trustee _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Email _____

Name of Children Benefitting from the Trust's Income Payments

	Percent		Recipient, City and State
1.	_____	% to	_____
2.	_____	% to	_____
3.	_____	% to	_____

Name of Charities to Benefit from the Trust's Remainder

	Percent		Recipient, City and State
1.	_____	% to	_____
2.	_____	% to	_____
3.	_____	% to	_____

Married Couple Estate Plan One

Simple Wills for Both Spouses

A married couple will often work with an estate planning attorney who drafts nearly identical estate plans for both spouses. When both spouses have a simple will, it is not uncommon (especially with a first marriage) for the will of the first spouse to leave specific bequests to children and charity, with the surviving spouse inheriting most of the estate. When the surviving spouse passes away, his or her estate plan will distribute property to children and charity. If you have a blended family, you should discuss other options with your attorney to ensure your spouse and both sets of children receive appropriate benefits.

First Estate - Specific Bequests, Balance to Spouse

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City and State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Bequests of Percentage of First Estate to Family or Charities, Balance to Spouse

	Percent		Recipient, City and State
1.	_____	% to	_____
2.	_____	% to	_____
3.	_____	% to	_____

Married Couple Estate Plan Two

Simple Will and Trust for Spouse and/or Children

An estate plan that combines a simple will with a trust can protect and benefit family. In this case, both spouses' estate plans include a will and family trust. If a couple has children, the will of the surviving spouse typically makes specific transfers and then funds the trust. This trust can spread out an inheritance if you have an adult child who might squander a large inheritance and may include provision for education and healthcare expenses. If you have a blended family, you should discuss trust income and principal options with your attorney to ensure your spouse and both sets of children receive appropriate benefits.

Specific Bequests

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City and State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Bequests of Percentage of First Estate to Family or Charities, Balance to Spouse

	Percent		Recipient, City and State
1.	_____	% to	_____
2.	_____	% to	_____
3.	_____	% to	_____

Name, City and State of Trustee

Name of Primary _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Email _____

Relationship, if not a spouse _____

Age for ending trust and distributing principal to children _____

Name of Children or Charities to Benefit from Trust Remainder

	Percent		Recipient, City and State
1.	_____	% to	_____
2.	_____	% to	_____
3.	_____	% to	_____

Married Couple Estate Plan Three

Give It Twice Trust for Family and Charity

Another popular plan combines a will with a "Give It Twice" Trust. A Give It Twice Trust (often a charitable remainder trust or CRT) can be funded by your will or living trust. The charitable trust usually pays 5% income to children. The trust may pay for life or a term of up to 20 years. After all payments, the balance of the trust will be transferred to your favorite charities.

First Estate - Specific Bequests, Balance to Spouse

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City and State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Give It Twice Trust

If you select this option, please choose the portion to give to children outright and the portion that will be placed in the Give It Twice Trust.

Outright to children _____% To Give It Twice Trust _____% (Total of 100%)

Name, City and State of Trustee

Name of Primary Trustee _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Email _____

Name of Children in Trust

	Percent		Recipient, City and State
1.	_____	% to	_____
2.	_____	% to	_____
3.	_____	% to	_____

Name of Charities in Trust

	Percent		Recipient, City and State
1.	_____	% to	_____
2.	_____	% to	_____
3.	_____	% to	_____

Estate Planning Information

Personal Property Distribution

You can leave certain assets, such as personal property, to loved ones in your will or trust by including a list of instructions naming the person who should inherit a specific item. Personal property could include jewelry, silver, china, furniture, collectables and other movable property.

Amending a list when it is written in your will or trust can be expensive because it requires you to create an updated estate plan. That is not always practical. For that reason, many states permit you to include a provision in your will or trust that states you will be maintaining a list, separate from your will or trust, leaving specific assets to specific people. If the list is prepared properly, it will operate as part of your estate plan.

This list has several advantages. You can easily update the list as you see fit, such as to change beneficiaries or remove references to property you no longer own or add references to property you recently acquired. For example, if you recently inherited a family heirloom, you can make sure that item stays in the family by updating your list to add the heirloom and name a family member as the person who will inherit the item from you.

To ensure the list is valid, your state may require certain formalities, such as a requirement that you sign and date the list or that you include specific language that makes clear the list is part of your estate plan. In addition, for tax planning and other legal reasons, certain assets are better left to loved ones in other ways. For these reasons, even though this kind of list can provide you with a great deal of flexibility, you should still confer with your attorney periodically about your list and overall estate plan.

Remember Your Pets

Your pets are also members of your family. They depend upon you for their lifelong care.

You can choose who will take care of your pets.

You and your attorney may want to create a pet trust. The pet caretaker may receive trust payouts for food and veterinarian care.

Special Considerations with Respect to Personal Property

As you think about the gifts you want to make, consider the timing of your gifts, who might be most appreciative of your gifts and how you can be fair in selecting your gift beneficiaries.

Timing

Would you find satisfaction in seeing firsthand how much a loved one enjoys a gift from you? If so, perhaps you would instead prefer to make certain gifts during your life.

Selection

Do you share common interests with one of your children? Would a certain gift evoke fond memories for a loved one? If so, consider which gifts would be most meaningful to each individual.

Fairness

Are you struggling with a fair and equitable way to leave gifts to family? You may want to use a "rotating choice" plan. With this method, you meet with your loved ones and give each person a turn selecting from certain items. At the end of the process, your list would include each person's selection.

Beneficiary Designation Gifts

A beneficiary designation is a simple and affordable way to make a gift. You can designate a family member or our organization as beneficiary of a retirement, investment or bank account or your life insurance policy. With a beneficiary designation, you continue to use your account as long as needed, simplify your planning, avoid expensive legal fees and support the causes that you care about.

To make your gift, contact the person, custodian or trustee who helps you with your retirement account or insurance policy. He or she will send you a beneficiary designation form. You may complete the form, sign it and mail it back. When you pass away, your account or insurance policy will be paid or transferred to your selected beneficiaries.

If you plan to leave a gift to charity in your estate plan, please keep in mind that beneficiary designation gifts are among the most flexible of all charitable gifts. Even after you complete the beneficiary designation form, you can take distributions or withdrawals from your retirement, investment or bank account and continue to freely use your account. You can also change your mind for any reason at a future date. A gift through a beneficiary designation is simple and flexible.