



My Final Gift of Love and Appreciation

Estate Planning Organizer

Legacy, Estate, And Directives (L.E.A.D.) Organizer™

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INTRODUCTION

A licensed attorney must draft estate plan documents. Life-Legacy Services encourages you to discuss your estate documents with an attorney.

Our Legacy Consultants often remind clients that there is more to their estate than just the stuff they leave behind. But, the stuff (financial accounts and directives) still matter.

A well-crafted estate plan must be coordinated with your financial plan and well understood by both you, your executor, and/or your trustee(s).

A well-crafted estate plan is a gift of love, respect, and appreciation to family members, friends, and business partners. A poorly designed plan is a disaster that becomes expensive, a source of consternation, and potentially a factor in family squabbles and business bankruptcy. Customers and talented managers do not stay with firms involved in estate turmoil.

The following pages include important educational summaries for your spouse, family, and your executor and a summary of your estate plan. It is important that original and properly executed estate plan documents be kept in a safe location. If only copies of documents are presented to the court or to interested third parties, they may be deemed invalid or subject to dispute.

PROFESSIONAL LEGACY CONSULTANTS CAN HELP

A Legacy Consultant or an attorney can review your estate plan, map its provisions to help you understand the ramifications of its clauses and recommend changes to be addressed by your attorney (if needed). More importantly, a Legacy Consultant can verify the documents and related insurance policies, beneficiary designations, titling of deeds and accounts. A Legacy Consultant can help prepare your executors, trustees, guardians, financial professionals, and potentially charities to understand the provisions of your documents so that disputes and errors are avoided.

A Legacy Consultant helps you organize the information associated with the estate plan so that the information is accessible, the probate process is easier or avoided (if planned), and professional assistance for the executor or trustee is less expensive.

The Legacy Consultant can help you with the critical conversations before death to communicate the existence of the documents and the purpose of its provisions, in order to avoid fights or long-term consternation among family members. Unfortunately, without such

advanced planning and education, the death of the matriarch or patriarch may cause adverse financial and family issues associated with the estate plan through the destruction of the relationship among siblings and through the extraordinary expenses of the estate. Poorly written estate documents destroy the family legacy.

As part of our estate planning service, your Legacy Consultant has provided you with this **Legacy, Estate, And Directives (L.E.A.D.) Organizer™** so that we can help you organize your estate documents and properly communicate their existence to the needed parties to reduce errors, oversight, and stress.

EDUCATIONAL MATERIALS

Estate Plan Chart

Recommend the creation of an estate plan flow-chart to verify that the estate documents are accurate according to your intent and situation. There is value to having another person review the documents and provide a summary of the provisions to verify how the documents may be applied in specific situations. The chart can be educational tool for the Executor.

Preparing for the Serious Family Conversation

Estate Planning documents are the important legal documents that are needed by every individual, examples include a Last Will & Testament, Durable Power of Attorney documents, Guardianship of minor children, Medical Power of Attorney documents, Trust documents, and Beneficiary Designation forms. All these documents need to be in good order, secured in a safe location, be accessible by the people you have authorized, and properly communicated to those who need to know.

In my second to last breath in this life, I want to know that I have properly planned for the care of my family, the achievement of our goals, and fulfilled the loving promises that I made to them, as I begin my next life journey.

Everyone will die, and most of us will be incapacitated a few times in our lives because of medical problems, physical accident, or age related mental decline. The estate planning documents are the critical bridges that protect your property, your lifestyle, allow others to temporarily control your property for your benefit, and transition your property to your chosen heirs and charities.

Unfortunately, about 64% of Americans do not have even simple estate planning documents, such as a Last Will & Testamentⁱ. Potentially, only 27% of families have engaged in serious conversations about estate planning and healthcare planningⁱⁱ. Less than 10% have easy access to the documents.

To designate another human being as your Fiduciary (example: Executor, Guardian, Trustee, and/or Power of Attorney) in the

If someone must decide about the end of my life, I want it to be a person I love, trust, and knows my heart

estate documents is a major compliment and expression of trust for that person. You trust that person with your family, your life, your finances, and even your legacy.

As part of that designation process and the drafting of the documents, it is important that you have clear communications with these people (often family members) about their roles, responsibilities, and reasons that you chose them. Without such communication, they may be poorly prepared to accept the position and service your family the way you expect. So, a major element of the Estate Planning Process is the proper preparation of the documents and the clear communication of your intentions and goals with those who will execute. Therefore, for each of the needed parties to the following common estate documents, please consider the following criteria as you decide upon the individual fiduciaries that will serve your family and legacy:

- Is the person capable of doing the task you asked- mentally, physically, emotionally, and geographically? Can they be there for decisions?
- Do they have the skills and interest to do the role?
- Have they accepted the responsibility?
- Do they know where the needed documents are to initiate their service to you?
- Do they have the assets or the inheritance that helps achieve the goals?
- Do they know your intentions and your criteria for making the same difficult decisions?
- Do you trust them to make the decisions or complete the activity as you have envisioned?
- Will other family members support them in the activity and the decisions?

The doors we open and close each day decide the life we live.... A man who lives fully is prepared to die at any time - Flora Whitmore

For each Fiduciary role, even if the person you selected is able to serve and they have accepted the responsibility; you still want to identify some successors in the documents in case the situation changes.

I want the relationship my kids had with each other while we were alive to continue after our death, not end because of fights over money or things.

The following are the common fiduciary roles that need to be nominated or chosen in the estate planning documents. Some have been pre-filled with potential persons based on popularity of that arrangement. As the drafter of the documents, you can nominate or appoint anyone you choose.

Estate Documents for:

Person A

Person B

Last Will & Testament- Executor*

- Contingent Executor
- Tertiary Executor

Person B

Person A

*Executors are often family because it can be setup as an unpaid role. They can hire advisors to help- which include banks and attorneys. To keep family harmony and avoid errors, many people nominate or hire professional corporate fiduciaries as their Executor (ex. Key Bank)

Last Will & Testament- Guardian*

- Contingent Guardian
- Tertiary Guardian

Person B

Person A

*The Guardian needs to be a person of trust who shares the morals, spiritual beliefs, personal responsibility, and integrity of the parent. They need the ability to manage the household while everyone is grieving. It is important that they manage the financial affairs with integrity and thrift. Remember - they will be a surrogate parent to the children. If you make someone a Guardian, you need to provide the financial resources for them to raise the children in accordance with your goals. Make sure the person understands and agrees with your expectations. It is best for the Guardian to be a person who lives locally so that the children do not need to be uprooted. You can authorize the consolidation of the households to one residence with an approved method to account for the financial expenditures that benefit everyone.

Durable Power of Attorney*

-Primary DPOA	<u>Person B</u>	<u>Person A</u>
-Contingent DPOA	<u>Trusted Child/Friend 1</u>	<u>Trusted Child/Friend 2</u>
-Tertiary DPOA	<u>Trusted Child/Friend 2</u>	<u>Trusted Child/Friend 1</u>

*Can be durable or springing *Power of Attorney*, Government authorized POA, or Digital Access POA. Remember POA is needed for any third party, including spouse, to have information, trading, and/or withdrawal access for individual accounts, retirement accounts, and qualified plans. POA relationship terminates upon death. After death, accounts are only accessible by the Executors and/or Trustees.

Medical Power of Attorney*

-Primary MPOA	<u>Person B</u>	<u>Person A</u>
-Contingent MPOA	<u>Trusted Child/Friend 1</u>	<u>Trusted Child/Friend 2</u>
-Tertiary MPOA	<u>Trusted Child/Friend 2</u>	<u>Trusted Child/Friend 1</u>

* It is important that the person named as *Medical Power of Attorney* is properly authorized and emotionally capable of making the decisions based on your expressed wishes. Even though recordings are not legally binding, it can be helpful to record a message that gives some guiding principles and also expresses appreciation to the MPOA for the willingness to make the hard decisions. This message can also encourage family members to trust and forgive after difficult decisions are made. Most states do not allow "joint Medical Power of Attorneys arrangements to exist because it makes decision process more difficult. The MPOA needs to live in the vicinity or be able to travel quickly.

Trustee & Trust Advisors*

-Grantor Trustee	<u>Person A</u>	<u>Person B</u>
-Successor Trustee	<u>Person B</u>	<u>Person A</u>
-Successor Trustee	<u>Trusted Child/Friend 1</u>	<u>Trusted Child/Friend 2</u>
-Successor Trustee	<u>Corporate Trustee</u>	<u>Corporate Trustee</u>
-Directed Trustee	_____	_____
-Trust Protector	_____	_____

Beneficiary Designations*

-Primary Beneficiary	<u>Person B</u>	<u>Person A</u>
-Contingent Beneficiary	<u>Trust</u>	<u>Trust</u>
-Tertiary Beneficiary	<u>Child/ Children</u>	<u>Child/ Children</u>
-Quaternary Beneficiary	<u>Estate Person A</u>	<u>Estate Person B</u>

*Beneficiary Designations exist in brokerage accounts, IRA, Life Insurance, and qualified plans; these arrangements supersede the Last Will & Testament and Bypass the probate process. Coordination errors with these documents or the failure to properly identify the person can have disastrous impact on the estate plan. Beneficiary designations can be per Stirpes or Per Capita and can be simple or complicated documents that put permanent restrictions on the heirs. The Beneficiary designation and even related payouts can be revocable or irrevocable.

Estate Planning is a noble task. It fulfills the goals of loving deeply, living fully, and leaving a legacy.

When I am ill, I do not want to worry about the finances because I will have more important stuff to focus on- living.

Other Matters to Discuss:

- **With Medical Power of Attorney(s)** – Discuss “End of Life” medical procedures, DNR orders, use of life support technologies and criteria to disconnect, hospice, palliative care, Nursing home care. The Medical POA authorized person should have a certified executed document in their possession since medical decisions are time sensitive.
- **With Power of Attorney(s)** – Discuss when they are authorized to act and what they are authorized to do. Inform them where your financial information is located- original POA and your current financial information. However, you need to update financial custodians with the documentation, name of your POA, and their contact information. Do not provide the POA with an executed version of the document. Keep the original document in a safe but accessible place. If the POA had the actual document in their possession, they could initiate unauthorized transactions and transfers.
- **With the Executors and Trustees:** Discuss the authority that you have given them and share the information about assets and how organized. They need to know where the data files are located and who your trusted advisors have been for when their fiduciary responsibilities are actually triggered. One idea that may make the job easier is to record messages for heirs and beneficiaries so that they understand your intentions better regarding the estate distribution provisions.

I want to live a long life, but I am prepared to die. We are always only one heartbeat away from death.

RESPONSIBILITIES OF THE EXECUTOR / THE PROBATE PROCESS

The Estate Settlement Process:

The estate settlement process is a public process through the local county Probate Court. The executor becomes a fiduciary to the estate and a trusted servant of the Probate Court. It is important to follow the required steps. The executor can hire assistance as needed from professionals- attorneys, financial advisors, and accountants. To reduce cost to the estate, a great way to use such professionals is as consultants, with the executor doing the leg work with the Probate Court.

Probate and Non-Probate Assets:

Life insurance, retirement accounts, and many assets that are titled to *transfer at death* are considered non-probate assets because they transfer according to contractual beneficiary

instructions or by law. However, these assets may be needed to pay estate bills and estate taxes. So, they should not be fully paid or transferred to beneficiary until an accounting of the estate is completed by the executor. The executor may have limited access to information regarding these non-probate assets since an executor does not necessarily have the right to information about these assets when the named beneficiary is not the estate. But, the executor can assist the financial advisor, custodian, or designated heir to complete their claim or settlement process. It is important to inform the custodian; advisor, heir, or the insurance company that those proceeds may be needed to pay estate bills and taxes so that they do not pay out to beneficiaries too fast. Otherwise, beneficiaries may become personally liable for those debts.

The Life-Legacy Executor Checklist:

- ___ 1 Breathe and Grieve – take the time you need to mourn. Do not give any money to any beneficiary or creditor until authorized by court or after some time for grieving. Do not rush. You do not need to add more stress in your life by making financial decisions and potential mistakes. Beneficiaries and creditors can wait the required time for probate to be completed.
- ___ 2 Inform the decedent’s attorney and the financial advisor of the death. The attorney may help with all or part of the estate settlement process. Sometimes for a flat fee or an hourly fee. Executor does not need to handle all of this process by themselves; they can hire the attorney or their team to act as their agent. Depending upon the amount of assets and who is inheriting them, professional assistance is valuable. Hiring professionals also reduces stress during grieving and reduces the chance of mistakes.
- ___ 3 Locate and secure the original *Last Will & Testament*.
- ___ 4 Inform Probate Court of Death before paying any creditors of the decedent (credit cards, car loans, mortgage, etc.). Debts of deceased spouse become the obligation of the surviving spouse or the JTWRROS asset recipient.
- ___ 5 You file the Last Will and Testament with the probate court of the decedent’s county of residence and wherever personal property is owned. The executor will then receive “Letters of Testamentary” with the Probate Court. The Court confirms and authorizes you as the legitimate executor for the estate to retitle accounts, contact creditors, sell assets, and pay out funds as needed. The Court will require an accounting of all assets and liabilities before payments begin, except for funeral costs.

- ____6 Inform banks where checking and savings accounts are located. With Death Certificate and Probate Court authorization in hand, they will convert account to estate account or to the new owner account (if JWROS). Bank will also freeze access to the safety deposit box to just the executor. If spouse is executor and account is JTWROS, bank just needs death certificate to initiate the transfer process.
- ____7 Collect all bills being received. Inform companies of death. You do not need to pay them right away. They are creditors to the estate, (unless spouse). You only want to pay them after probate court has authorized the payments to be released and if there is enough money. There is a required legal method to the payment of creditors or to complete ademption or abatement of gifts and inheritances.
- ____8 The executor is responsible for consolidating the list of all assets, debts, and beneficiary information to complete estate settlement process. No debts are to be paid until there is an accounting of all the assets and the liabilities of the estate with the Probate Court. Creditors must be paid fairly and be given the time to be alerted to the death to file their claim against the estate, (usually at least 6 months).
- ____9 Protect and monitor the decedents “Digital identity”. Not unusual for the decedent to have email accounts, digital automated backup of records and mementos (family pictures), and social networking accounts. You want those records maintained and continue to pay for the services so that records are not lost. Contact those organizations as executor to protect the information and update contacts / social networks with notices of death. Hopefully, as part of estate plan, you were granted digital rights in the will and have needed passwords to download and preserve files.
- ____10 The executor of an estate is not technically responsible for funeral and burial arrangements, but the costs are to be paid by the estate. So, the executor has an indirect responsibility to see that the funeral cost can be managed by the estate and that it does not exceed acceptable costs to the Probate court.
- ____11 As mentioned earlier, the executor will arrange for the decedent’s personal accounts to be retitled to “estate accounts” and used for funeral expenses and other creditor and tax payments. The executor can direct proceeds of life insurance to pay for required funeral services, if there is not enough money in the estate, by the funeral provider(s) filing a lien against the beneficiary’s proceeds to cover funeral costs and other estate costs.
- ____12 Get “originals” of death certificates through the funeral home. Get multiple originals (need 1 for each institution) (get extras just in case):

- a. Bank
- b. Life Insurance Company
- c. Brokerage firm
- d. 401K Provider
- e. Current employer
- f. Social Security

- g. IRS (one for when filing last decedent return in April and one for estate tax return 9 months after death.)

___13 Be prepared to have credit cards frozen after a credit card company is notified of death. Credit card companies also put credit agencies on notice of death, causing other cards with decedent name to be frozen. Spouse often must reapply for credit.

___14 Inform insurance companies and Qualified Plan companies of death. They will provide distribution forms for beneficiaries to fill-out. These processes do not need to wait for Probate court since assets transfer by contract due to beneficiary instructions on file. Not governed by LWT. Technically, they do not need to accept any instructions from executor; they may need to speak to beneficiary. They will need copies of death certificate.

___15 Inform Social Security and any Pension firm of death so that annuity payments end. Otherwise, estate becomes liable for any overpayments.

___16 Keep a file and tracking list of all documents received and the calls or steps you have taken. This way, you know that all bills have been paid.

___17 As mentioned earlier, the executor receives their authority from the Probate court to settle the estate. Through the accounting reports and required Probate Court filings, the executor is authorized to pay bills and pay-out bequests in accordance with your LW&T.

___18 The executor is required to file the last personal tax return for the decedent and the Federal estate tax forms. With the filing, request a confirmation that the estate tax forms have been received and accepted by the IRS.

___19 Once the verification is received or a transcript of the filing is received, this document and all other accountings can be filed with the Probate Court as part of the estate settlement process.

___20 Once estate settlement is completed and approved, the executor will receive the official notice from the Probate Court that the estate has been properly closed out. This close-

out process will reduce the risk of continuing liability for any fiduciary error by the executor. The Probate Process will take at least nine months. Often it can take longer if there is real estate or business interests involved in the estate.

- ___21 Store copies of estate files in your home for at least three years after estate settlement in case of any claimed fiduciary liability due to error.

ESTATE PLANNING CHECKLIST

This is a simple checklist¹ for creating, storing, and maintaining important legal documents to help you organize your important records, protect your assets, achieve specific goals, and transition your property, values, and wealth to those you want while alive and after death. It will reference popular provisions that can be included within these documents to help you achieve these goals. Such documents need to be discussed, created, and periodically updated by competent legal counsel, executed, and stored according to state regulations, discussed with interested third parties, and accessible in a timely manner by those who you granted access.

Life Documents

- ___1. Financial Plan based on your personal mission, goals, and resources.
- ___2. Incapacity Planning Documents:
- a. Springing or Durable Power of Attorney for financial assets and affairs
 - b. Springing or Durable Power of Attorney for Digital Assets
 - c. Springing or Durable Power of Attorney for Specific Assets
 - d. Springing or Durable Power of Attorney for Medical Decisions
 - e. Living Will
 - f. File with copies of current disability insurance, health insurance, and long-term care insurance policies/statements that pay benefits upon sickness, disability, or injury.
- ___3. Master File for Medical Records
- ___4. Master File for Financial Credit Reports (Get your 3 free ones each year)
-

¹ Descriptions of types and purposes of referenced documents and provisions are attached for educational purposes.

- ___5. Master File that lists all financial assets, liabilities, and creditors, updated annually with an end of year statement
- ___6. Master paper file for all current passwords and websites for accessing your personal financial and digital data. Examples include cloud storage, data archive sites, family photo websites, email accounts, apple ID, Google ID, Facebook, LinkedIn, data aggregation tools, Quicken, and spreadsheet passwords.

Estate Documents

- ___1. Executed Last Will & Testament with properly named and competent Executors and Successors. (Original stored in safe place, copy reasonable accessible to Executor)
- ___2. Trust documents with properly named Trustees, Successor Trustees, and Trust Protectors with purpose statements to provide long-term guidance
- ___3. Copies of current ownership titles for cars, homes, and real property
- ___4. Personal property assignment and gifts to family of specific estate items
- ___5. Specific trust provisions that are triggered due to “special needs” beneficiary needs
- ___6. File with current life insurance policies and related statements to make processing easier.
- ___7. File with all current beneficiary designations

Legacy Documents and Gifts

- ___1. Legacy Message™ of love, appreciation, and advice for those you leave behind that share stories, hopes, and goals. These can be digitally recorded and stored or be written documents.
- ___2. Charitable Gifts
- ___3. Irrevocable Trusts to control and fund legacy goals through the use of Trustees/Fiduciary
- ___4. Dynasty Trusts that own/provide Education Funds, Medical Funds, for future family members

IMPORTANT INFORMATION REGARDING ESTATE DOCUMENTS

Your Personal Information

You: _____

Date of Birth: _____

Your SS#: ____ - ____ - _____

Spouse SS#: ____ - ____ - _____

Spouse: _____

Date of Birth: _____

Child: _____

Date of Birth: _____

Child: _____

Date of Birth: _____

Child: _____

Date of Birth: _____

Child: _____

Date of Birth: _____

Important Advisors

Legacy Consultant: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Accountant: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Attorney: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

HR Dept: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Guardian: _____

Address: _____ Phone: _____

Email Address: _____

Executor: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Trustee: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Financial Advisor: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Financial Advisor: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Other Advisor: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Other Advisor: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Physician: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Physician: _____

Firm Name: _____

Address: _____ Phone: _____

Email Address: _____

Friend at Work: _____

Address: _____ Phone: _____

Email Address: _____

Friend: _____

Address: _____ Phone: _____

Email Address: _____

Friend: _____

Address: _____ Phone: _____

Email Address: _____

Friend: _____
Address: _____ Phone: _____
Email Address: _____

Friend: _____
Address: _____ Phone: _____
Email Address: _____

Friend: _____
Address: _____ Phone: _____
Email Address: _____

Work Friend: _____
Address: _____ Phone: _____
Email Address: _____

Charity Friend: _____
Address: _____ Phone: _____
Email Address: _____

LOCATION OF VALUABLE PAPERS AND ASSETS

PERSONAL SECTION

ITEM	REVISED/ REVIEWED DATE	LOCATION
My Will (Original)	_____	_____
My Will (Copies)	_____	_____
Power(s) of Attorney	_____	_____
Burial Instructions	_____	_____
Cemetery Plot Deed	_____	_____
Spouse's Will (Original)	_____	_____
Spouse's Will (Copies)	_____	_____
Spouses Burial Instructions	_____	_____
Doc Appointing Guardians	_____	_____
List of Special Requests	_____	_____
Safe Combination - Home	_____	_____
Trust Agreements	_____	_____
Life Insurance Policies	_____	_____
Property & Casualty	_____	_____
Insurance Policies	_____	_____
Health Insurance Policy	_____	_____
Disability Insurance Policies	_____	_____
Certificates of Deposit	_____	_____
List of Credit Cards	_____	_____
Stocks, Bonds etc.	_____	_____
Other Securities	_____	_____

Limited Partnerships	_____	_____
Income & Gift Tax Returns	_____	_____
Title/Deeds to Real Estate	_____	_____
Title Insurance	_____	_____
Copies of Lease Agreements	_____	_____
Records for Tax Basis	_____	_____
Rental Property Records	_____	_____
Loan Agreements/Mortgages	_____	_____
Birth Certificates	_____	_____
Citizenship Papers	_____	_____
Military Discharge Papers	_____	_____
Marriage Certificates	_____	_____
Legacy Message™	_____	_____
Social Media Records	_____	_____
Email Access/Passwords	_____	_____
Electronic File Archive	_____	_____
Location of IRS Tax Records	_____	_____

LOCATION OF VALUABLE PAPERS AND ASSETS

Business Checklist

For the **unincorporated** business person or professional, create a file that has a list of the following items:

- ___ 1. Inventory of office furniture, equipment, instruments, etc.
- ___ 2. Office space lease commitments & sales agreement involving office space, furniture, equipment,
- ___ 3. Statement of instructions concerning disposition of office space, furniture, equipment, etc. and administration of accounts receivable.
- ___ 4. Documents concerning any employee retirement benefit or pension plan including participation in the KEOGH plan.
- ___ 5. All copies of partnership agreements, contracts, and agreements for services.
- ___ 6. All Succession Planning documents and Buy/Sell Agreements
- ___ 7. Statement of instruction concerning disposition of files.
- ___ 8. Statement of estimated value of business to be updated annually.

For the business person or professional whose business **involves a corporation**, create a file that has a list of the following items:

- ___ 1. Articles of incorporation, bylaws, and employment records
- ___ 2. Agreement involving sale of shares or retirement of interest in the corporation.
- ___ 3. Pension or profit sharing plan and trust agreement; current statement showing status of pension benefits or profit sharing account.
- ___ 4. Certificate of group insurance.
- ___ 5. Statement of estimated value of business to be updated annually.

Personal File Checklist

File Location

Cash:

- ___ 1. Annual Statements for Savings Accounts _____
- ___ 2. Annual Statements for Checking Accounts _____
- ___ 3. Annual Statements for Money Market Funds _____
- ___ 4. Safes and Safety Deposit Boxes, including key locations and combinations. _____

Investments & Insurance:

- ___ 1. Annual Statements for Brokerage Accounts _____
- ___ 2. Annual Statements for Trust Accounts _____
- ___ 3. Annual Statements for Health Savings Accounts _____
- ___ 4. Annual Statements for IRA Accounts _____
- ___ 5. Annual Statements for 401K Accounts _____
- ___ 6. Annual Statements for Stock Options _____
- ___ 7. Annual Statements for Deferred Compensation Agreements _____
- ___ 8. Annual Statements for Split dollar life insurance programs _____
- ___ 9. Annual Statements for employment benefits _____
- ___ 10. Annual Statements for Life Insurance and Annuities _____
- ___ 11. Annual Statements for Annuities _____
- ___ 12. Annual Statements for Long-term Care Insurance _____
- ___ 13. Annual Statements for Private Limited Partnerships _____
- ___ 14. Annual Statements for any Private Bonds or Debts _____

INSURANCE

Company	Amount	Type	Policy #	Owner	Beneficiary
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Health Insurance

Company	Amount	Type	Policy #	Contact	Phone Number

DISABILITY - INCOME INSURANCE

Company	Amount	Type	Policy #	Contact	Phone Number

REAL ESTATE

Description	Contracts	Deed Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PREFERENCES/ARRANGEMENTS FOR A BURIAL SERVICES

Information about Funeral Arrangements/ Preferences is located at:

- ___ 1. Burial Service Instructions
- ___ 2. Prepaid Burial Information
- ___ 3. Music Choices
- ___ 4. Favorite Readings
- ___ 5. Draft of Obituary
- ___ 6. Picture to be Used
- ___ 7. Charity to be used for gifting
- ___ 8. Any other Special Instructions

LEGACY MESSAGE™ FOR ESTATE PLAN CLARIFICATION

The Legacy Message™ clarification video or letter is a supplement to your legal estate documents to help provide or clarify intent. Your Executor, Trustees, and Beneficiaries are not legally obligated to follow the instructions, but often they do. As a supplement, it helps to make your estate plan documents more “personal”. Your recording or letter will allow you to give your family helpful instructions.

If you do a recording- You want either no one else in the room or at least two non-interested people in the room. You want a clock that is visible in the recording and a time stamp on the video to help verify that the video has not been edited. You can discuss other tips with your attorney.

The topics your video or letter can cover include:

- ___ 1. Relationship between this letter and your will (Supplemental). If you mention the Last Will & Testament, you must reference the formal official title and date of the document.
- ___ 2. Location of the Estate Organizer File
- ___ 3. Advice regarding your business
- ___ 4. Life Insurance advice
- ___ 5. Investment advice
- ___ 6. Special advice to your spouse and children
- ___ 7. Special instructions to your appointed Guardian and any information regarding other potential Guardian preferences (why you did not choose a particular candidate)
- ___ 8. Review the list of special bequests that are included in your Last Will & Testament to help with prioritization

The passage of time and circumstances may require different decisions than those which you have suggested. For this reason, you should indicate that your thoughts or recommendation are not binding. Rather, they should be considered in light of existing circumstances and hopefully they will be of some value in making sound decisions.

Finally, you should refer to this Estate Organizer, indicating that it contains all the information necessary to carry out the effective management of the estate.

SURVIVOR'S ACTION PLAN

(Often the Executor Does Many of these Steps)

Immediate Steps to be Taken:

- ___ 1. Take Time to Grieve
- ___ 2. Contact someone who can assist you – friend, relative, executor, etc.
- ___ 3. Review wishes of deceased regarding burial given in the Estate Organizer
- ___ 4. Make funeral and burial arrangements – see burial instructions

Secondary Steps to be Taken (By executor or spouse as indicated):

- ___ 1. Collect the following documents:
 - a. Review Estate Organizer
 - b. Last will and testament
 - c. Obtain death certificate from funeral director
 - d. Life insurance policies
 - e. Bank account locations, statements, and account numbers
 - f. Marriage license
 - g. Birth certificate
 - h. Social security number
 - i. Any Veteran's records
 - j. Tax returns for the last three (3) years
 - k. Contact attorney or Consultant regarding estate settlement/ Probate Process
 - l. Call banks and verify status of checking and savings accounts,
 - m. Do not access Safe Deposit Box until authorized by Court (Unless Spouse or co-owner of box). Once authorized, you can inventory contents. Do not throw anything away or remove anything from the box. The items in the box are considered part of the estate and need to be included in the report to the Probate Court.
 - n. Notify Bank, P&C Insurance Agent, Financial, Personal Insurance Agent, and Investment Advisors of death and provide Death Certificates upon request.
- ___ 2. Process claim forms for Life Insurance (Executor May Help with this, but often the listed Beneficiary is responsible and the only person the insurance

company can speak to regarding details (Executor may have no right to information).

- ___ 3. Alert Social Security of death (Executor or Spouse can handle)
- ___ 4. Contact Employer about Group Benefits (Executor handles)
- ___ 5. Contact Veteran's Administration for Benefits
- ___ 6. Contact any “mutual charity” organizations that Decedent was a member of, they may have a death benefit or financial gift for the family.

Important Money Savings Tips:

- Alert Home Mortgage provider of death to have the mortgage debt transferred to spouse name. all mortgage companies are required to transfer the mortgage debt to the legal spouse. If anyone else is inheriting the property, they must qualify for the mortgage or initiate sale of property as part of the estate settlement process. The mortgage must be paid by the estate until the home is transferred.
- Car Leases are voided and can be returned to the Lease Company without recourse against the estate.
- Student Loan debt incurred before married and not refinanced can be voided. Spouse not responsible for debt if loan is still the original contract. Contact the Department of Education for details
- Personal Credit card balances are a liability of the estate, but not beneficiaries (IRA, Insurance, POD/TOD accounts, etc.).

IMPORTANT DISCLAIMER

This document is produced for educational purposes only and is not to be considered tax or legal advice services. Please discuss details regarding your estate plan with a licensed attorney. Information included is believed accurate, but subject to change without notice and may not be applicable to your personal situation.

ⁱ Source- 2015 Rocket Lawyer estate-planning survey by Harris Poll.

ⁱⁱ Source- The Conversation Project Institute- <http://theconversationproject.org>