



BOY SCOUTS OF AMERICA®  
NATIONAL FOUNDATION

# CONFIDENTIAL RECORD OF PERSONAL FINANCIAL AFFAIRS AND WILLS GUIDE



A service for selected friends of the

**BOY SCOUTS OF AMERICA NATIONAL FOUNDATION**

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**IRVING, TEXAS 75015-2079**

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**PERSONAL AFFAIRS RECORD  
OF**

\_\_\_\_\_

Information contained is current as of

\_\_\_\_\_

Date

Revised on \_\_\_\_\_

## **PURPOSES OF THE CONFIDENTIAL RECORD**

Wouldn't it be helpful, to you and your family, to have a tool that summarized your estate plan and identified the location of all of your relevant financial and estate documents? That's why we are pleased to offer this planning tool, as a valued friend of the Boy Scouts of America Foundation. Among its uses:

- **Determining Your Present Financial Position.** It will help provide an accurate and comprehensive summary of your assets and liabilities – valuable in your estate, retirement and financial planning.
- **Assisting Your Attorney and Other Financial Advisors.** It will give your attorney and other financial advisors a complete picture of your estate situation, and the personal and family information generally needed to prepare a thoughtful and effective estate plan.
- **Providing Practical Assistance to Family Members.** It will prove valuable to your family in the event of your absence or incapacity. Knowing your assets and income sources, and the location of important documents and computer access will help them manage your financial affairs effectively, without delay or loss. It will also be extremely valuable to the executor of your estate.

## **USING THE RECORD EFFECTIVELY**

The Confidential Record is comprehensive. It may take a while to record all the information and you may also need to search for documents that are filed away and forgotten. But, better to do it now.

1. Review the Record, to determine the information you will need.
2. Collect the documents, records, and other information you will need to include the most accurate financial data. You may not be able to locate some items – but fill in what you can, and finish the Record when you do locate them. Preparing your Record may reveal areas where you want to make changes or take additional actions. If so, make notes and attend to it promptly. It's too easy to put off estate and financial planning and the consequences can be unfortunate.
3. Make sure a family member or trusted friend knows where to find your Record. If it can't be found by those called upon to manage your affairs, it isn't of much value. You may want to keep a print version in your desk – ideally, in a three-ring notebook, that's easy to identify and find – and an electronic version on your computer. Just tell those who need to know where it is – and please keep it up-to-date! An annual review of it is strongly recommended.
4. If you need more spaces for information, either add the spaces in the electronic format or add pages as needed and indicate that on the Record pages.

The time you spend completing your Record can produce major rewards for you, your family, and all of your beneficiaries. It should give you great personal satisfaction knowing that your financial affairs are in order, and that you have taken steps to assure the effective management of your finances. We'd be happy to help or answer any questions. Please feel free to call or write us at your convenience.

## INDIVIDUAL AND FAMILY BACKGROUND

Residence Address					
Occupation				Social Security #	
Date and place of birth					
Location of Birth Certificate					
<b>Current Marital Status</b> (Specify) Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Other _____					
Maiden name of spouse					
Date and place of marriage					
Location of marriage certificate					
If there was a pre-nuptial arrangement, location of papers					
Prior marriages (name, date and place)					
Nature of termination and date					
Location of termination papers					
<b>Children (if any)</b>					
Name		Address		Birth Date	
Name of father				Age	
Address (if living)					
Name of mother				Age	
Address (if living)					
<b>Names and address of siblings</b>					
Name		Address			



## ADVISORS AND PERSONAL INFORMATION

### Personal Advisors

Indicate the name, address and telephone number of your:

Physician(s)

Clergyman

Insurance Agent

Attorney

Trust Officer

Accountant

Investment Broker

Tax Consultant

Real Estate

Financial Planner

Other

### Church and Educational Background

My high school alma mater and graduation date

My college alma mater(s) and graduation date(s)

Religious Affiliation

Religious Institution attended

## EMPLOYMENT, COMPENSATION AND BENEFITS

I am employed by/retired from:			
Date employed		Position or Title	
Location of any employment agreement			
Salary: \$		Time of Payment	
Incentive Pay: Amount		How Paid	
Remarks			
<b>Medical Insurance</b>			
Brief description			
Location of papers			
<b>Group Life Insurance</b>			
Brief description			
Owner of Policy			
Beneficiaries			
<b>Disability Insurance</b>			
Brief description			
Location of papers			
<b>Pension Plan/Profit Sharing/Thrift Plan</b>			
Brief description			
Location of Papers			
Death Benefits payable to			
Value of Death Benefits			
Form of Payout Elected			
<b>Keogh Plan</b>			
Amount Invested		Type of Investment	
Held and Administrated By:			
<b>Individual Retirement Accounts</b>			
1. Amount Invested		Type of Investment	
Held and Administrated by:			

2. Amount Invested		Type of Investment	
Held and Administrated by:			
Location of IRA and Keogh documents			
<b>Deferred Compensation Plan</b>			
Payable as a Lump Sum \$ _____ Or Payable \$ _____ per Month for _____ years.			
Location of Papers			
<b>Stock Option(s)</b>			
Nature of Option			
Restrictions			
Location of Documents			
<b>Other Employment/Retirement Benefits</b>			

<b>TAX RECORDS</b>			
Location of copies of my income tax returns			
Location of copies of gift tax returns			
Controversies pending with IRS or State and local tax authorities			
My tax advisors are			
<b>CLAIMS OR LAW SUITS</b>			
My assets may be affected by the following claims or law suits			

WILLS			
Have you executed a Will?	If not, please see info on page 25	Date of execution	
By whom was your Will drafted?			
Who were the witnesses to the Will?			
Where is the original copy of this Will located?			
Name and address of your executor			
Trustee			
Guardian			
Special instructions to Executor or Beneficiaries			
Has your <b>spouse</b> executed a Will?		Date of execution	
By whom was the Will drafted?			
Who were the witnesses to that Will?			
Where is the original copy of this Will located?			
Executor of the Will?			
Trustee		Guardian	
Address		Address	
TRUSTS			
Have you created a living trust agreement?		How many?	
Are these agreements revocable or irrevocable?			
Are any of the trusts related to a Pour Over provision in your Will?			
Names/addresses of the trustees			
Names and addresses of the beneficiaries			
Approximate value of trusts			
Nature of properties included in trusts			
Location of these trust agreements			
Names and addresses of the attorneys drafting these trust agreements			





## BURIAL INSTRUCTIONS

Have you given instructions as to your funeral and burial preferences?

Are such instructions included within your Will?

Location of written instructions

Name and location of cemetery  
plot/Funeral Home

Location of deed

## DURABLE POWER OF ATTORNEY

Do you have a current financial durable power of attorney?

Location of the durable power of attorney

Do you have a current health proxy or health power of attorney?

Location of this document

## INVENTORY OF ACCUMULATED WEALTH

Have you, your spouse, or you and your spouse, ever lived in a community property state?

Yes  No Circle which one(s): CA, NV, WA, LA, TX, AZ, ID, NM, WI

### Residential Real Estate

Location

#1

Description

Approximate Value

Mortgage

Name of Mortgagor

If the property is not in your name alone, who is the co-owner?

Is there a right of survivorship?

Location of deed and other documents

Location

#2

Description

Approximate Value

Mortgage

Name of Mortgagor

If the property is not in your name alone, who is the co-owner?

Is there a right of survivorship?

Location of deed and other documents



Non-residential Real Estate			
<b>1. Location</b>			
Approximate Value		Mortgage	
Name of Mortgagor			
Is property leased?		Name of lessee	
Duration of lease?		Annual rent	
If the property is not in your name alone, who is the co-owner(s)?			
Is ownership tenancy in common? _____ joint tenancy? _____ Tenancy by the entirety? _____			
<b>2. Location</b>			
Description			
Approximate Value		Mortgage	
Name of Mortgagor			
Is property leased?		Name of lessee	
Duration of lease?		Annual rent	
If the property is not in your name alone, who is the co-owner(s)?			
Is ownership tenancy in common? _____ joint tenancy? _____ Tenancy by the entirety? _____			
<b>3. Location</b>			
Description			
Approximate Value		Mortgage	
Name of Mortgagor			
Is property leased?		Name of lessee	
Duration of lease?		Annual rent	
If the property is not in your name alone, who is the co-owner(s)?			
Is ownership tenancy in common? _____ joint tenancy? _____ Tenancy by the entirety? _____			
Location of the lease documents			
Deeds to non-residential real estate are located			
Comments on real estate owned			





Life Insurance Policies					
<i>Policies you own on your own life</i>					
Policy Number		Company			
Principal Amount		Cash Value		Face Value	
Beneficiaries					
Loans against the policy are					
Policies which name you as a beneficiary or partial beneficiary					
Policy Number		Company			
Principal Amount		Cash Value		Face Value	
Beneficiaries					
Loans against the policy are					
Have any settlement options been elected in regard to any of these policies?					
Location of all policies					
<i>Policies you own on the life of another</i>					
Policy Number		Company			
Principal Amount		Cash Value		Face Value	
Beneficiaries					
Loans against the policy are					
Location of policies and related documents					
<i>Policies owned by others on your life</i>					
Policy Number		Company			
Principal Amount		Cash Value		Face Value	
Beneficiaries					
Owner		Relationship			
Loans against the policy are					

Bank Accounts			
<i>Checking Accounts</i>			
<b>Bank 1</b>	Acct. Number	Names on Acct.	Avg. Balance
Username 1:		Password 1:	
<b>Bank 2</b>	Acct. Number	Names on Acct.	Avg. Balance
Username 2:		Password 2:	
<b>Bank 3</b>	Acct. Number	Names on Acct.	Avg. Balance
Username 3:		Password 3:	
<i>Savings Accounts</i>			
<b>Bank 1</b>	Acct. Number	Names on Acct.	Avg. Balance
Username 1:		Password 1:	
<b>Bank 2</b>	Acct. Number	Names on Acct.	Avg. Balance
Username 2:		Password 2:	
Are any accounts in trust for someone else? If so, which one(s)?			
<i>Certificates of Deposit</i>			
1. Institution holding			
Amount		Maturity date	
Co-owners			
2. Institution holding			
Amount		Maturity date	
Co-owners			
<i>Safety Deposit Boxes</i>			
Box location		Box Number	Key Location
Persons having access:			
Person with the power to sign check for me:			
Bank books and bank records are located:			
The bank and banker I prefer to work with is:			

**Business and Professional interests**

*Nature of Ownership*

Do you have ownership in a business or profession? \_\_\_\_\_ Is the business a proprietorship? \_\_\_\_\_  
 a partnership? \_\_\_\_\_ a corporation? \_\_\_\_\_ ("C" Corporation  "S" Corporation )  
 If you do not have sole interest, what is the % of your ownership? \_\_\_\_\_

The other owners of the business or profession are:

Name	Age	Percentage of Ownership

*Sale of the Business After Death*

Is your estate committed to sell the business after your death? \_\_\_\_\_

Indicate the parties to this agreement \_\_\_\_\_

Date of agreement		Sources of funds to carry out sale	
-------------------	--	------------------------------------	--

What is the value of business		Your interest in it	
-------------------------------	--	---------------------	--

Location of relevant documents	
--------------------------------	--

**Tangible Personal Property**

Do you maintain a separate list of your valuable possessions?

If so, where is this list located?

Indicate the major items of value within each category

Automobiles	
-------------	--

Home Furnishings	
------------------	--

Jewelry	
---------	--

Antiques and Art	
------------------	--

Other Tangibles	
-----------------	--

Intangible Personal Properties			
Are you the beneficiary of a trust?		Description of trust:	
Do you own or possess a right to any intellectual property: patents, copyrights, trademarks, royalties?			
Description of properties and their approximate values			
Future or Contingent Assets			
Nature of Expectancy		Approximate Value	
Location of relevant papers			
Liabilities			
1. I owe money or I'm financially obligated to			
Amount \$		Location of note	
Due Date		Collateral	
Terms of Payment			
2. I owe money or I'm financially obligated to			
Amount \$		Location of note	
Due Date		Collateral	
Terms of Payment			
3. I owe money or I'm financially obligated to			
Amount \$		Location of note	
Due Date		Collateral	
Terms of Payment			
Are any liabilities secured?			

THE FOLLOWING IS A LIST OF ASSETS IN WHICH YOU HAVE A FINANCIAL INTEREST NOT PREVIOUSLY LISTED (E.G. GAS AND OIL ROYALTIES, MINERAL/TIMBER INTEREST, QUALIFIED PERSONAL RESIDENCE TRUST, GRANTOR RETAINED ANNUITY TRUST, GIFT ANNUITY ETC.). INDICATE IF SEPARATE SHEET IS NEEDED.

Type of Asset	Your Interest	Date Acquired	Value @ Acquisition	Current Value

My primary charitable Interests (for estate planning consideration) are:

Schools/Hospitals	Contact Person
Religious Interest	
Boy Scout Council(s)	
Other Charities	

*A hundred times a day I remind myself that my inner and outer life are based upon the labors of other men, living and dead, and that I must exert myself in order to give the same measure as I have and still am receiving.*  
—Albert Einstein



## COMPUTER PASSWORDS AND ACCESS INFORMATION

Home Computer/Laptop	Username:
	Password:
	Notes:
Home Computer/Laptop	Username:
	Password:
	Notes:
Home Computer/Laptop	Username:
	Password:
	Notes:

## EMAIL ACCOUNTS

Email:	Username:
	Password:
	Notes:
Email:	Username:
	Password:
	Notes:
Email:	Username:
	Password:
	Notes:

## SOCIAL MEDIA ACCOUNTS

Facebook	Username:
	Password:
	Notes:
Twitter	Username:
	Password:
	Notes:

<b>LinkedIn</b>	<b>Username:</b>
	<b>Password:</b>
	<b>Notes:</b>
<b>Other</b>	<b>Username:</b>
	<b>Password:</b>
	<b>Notes:</b>
<b>Other</b>	<b>Username:</b>
	<b>Password:</b>
	<b>Notes:</b>

<b>ONLINE SUBSCRIPTIONS</b>	
<b>1.</b>	<b>Username:</b>
	<b>Password:</b>
	<b>Notes:</b>
<b>2.</b>	<b>Username:</b>
	<b>Password:</b>
	<b>Notes:</b>
<b>3.</b>	<b>Username:</b>
	<b>Password:</b>
	<b>Notes:</b>

<b>HOME ALARM AND SECURITY</b>	
<b>Provider:</b>	<b>Password:</b>
	<b>Code Word:</b>
	<b>Notes:</b>
<b>Home Safe:</b>	<b>Location:</b>
	<b>Code or Key Location:</b>
	<b>Notes:</b>

**AN INTRODUCTION TO  
PLANNED GIVING TECHNIQUES  
AND OPPORTUNITIES**

## **INTRODUCTION**

Planned giving is, by definition, charitable support with a pre-established plan. It goes beyond the typical “annual campaign gifts” of cash, and is intended to effectively benefit the donor, the donor’s family, and also help Scouting further its mission and purpose.

For more information on any of these types of gifts, please contact the BSA Foundation at 972.580.2219, [colin.french@netbsa.org](mailto:colin.french@netbsa.org), or [www.bsafoundation.org](http://www.bsafoundation.org). One of our Major Gift Advisors will be happy to assist you with questions or more information.

## **BENEFITS OF PLANNED GIVING**

- Personal satisfaction that comes from helping others.
- Can generate more spendable income.
- Can provide substantial tax savings.
- Helps simplify estate planning.
- Can be tailored to meet specific needs.

The following presents only the most basic opportunities for gifts that go beyond current cash gifts. For more information on any of the following gifts – or details on others – please call or visit the BSA Foundation website for a current version of *Living and Giving*.

## **BEQUESTS**

Bequests through a will are some of the easiest and most common ways of making a significant gift. Bequests generally fall into three basic categories:

1. Residuary Bequest – what’s left after all other bequests have been satisfied
2. Specific Bequest – either a specific amount of money or property
3. Contingent Bequest – a “back-up” for a specific bequest, should the first one fail.

## **GIFTS OF STOCKS AND REAL ESTATE**

Many donors find that the most effective types of gifts for them are gifts from assets – not from cash flow. That’s why a gift of stocks or real estate can be such an effective way to make a gift or fund a trust. If the asset has appreciated in value, a gift of that asset may provide excellent tax benefits. Even depreciated property gifts may produce tax advantages and benefits that gifts of after-tax cash cannot provide.

We do not recommend gifts of mortgaged property. However, land gifts can be undeveloped land, rental property, or homes, ranches, and vacation homes that you may no longer need or want.

## **LIFE INSURANCE**

You can use life insurance to make a charitable gift and, in doing so, may be able to make a gift that is larger than you could make with existing assets. For instance, it is possible to:

- Contribute an existing policy that has outlived its original purpose.
- Take out a new policy naming your local council as beneficiary or co-beneficiary.
- Use a life insurance policy to “replace” another asset you plan to give to charity

## **CHARITABLE REMAINDER TRUSTS**

Charitable remainder trusts make it possible to make a gift, receive a charitable contribution tax deduction, and generate an income stream for one lifetime, two lifetimes, or a term of years, often to the donor and/or the donor’s spouse. These trusts fall into two basic categories:

- Charitable Remainder Annuity Trust – generates an annual income amount that is fixed and does not fluctuate for the life of the trust.
- Charitable Remainder Unitrust – generates a variable income stream that may go up or down, based on the asset returns within the trust. The more flexible of the two trusts, since you can add to it, use it for alternative retirement funds, etc.

In creating a charitable remainder trust the donor:

- Names the trustee and decides the term and payout of the trust.
- Names the individual(s) who will receive the income from the trust
- Names the local council or other charities to receive the trust assets when the trust ends.

## **CHARITABLE GIFT ANNUITY**

Charitable gift annuities are among the oldest and simplest ways to make a charitable gift. Charitable gift annuities have several advantages:

- Guaranteed income for life for one or more persons
- Can increase current cash flow
- Provide an immediate charitable contribution tax deduction possibly lower estate taxes

Charitable gift annuities can be immediate or deferred. In other words, you can request that your income begins immediately, or you may defer it and request that it start at a later date, such as at your retirement age. There are advantages to both.

## CHARITABLE LEAD TRUST

Charitable lead trusts provide a way to make a charitable contribution that benefits a local council or other charity now, and passes the trust assets on to family members later, at a gift tax rate that is potentially very low.

In creating a charitable lead trust the donor:

- Names the trustee and decides the term and payout of the trust.
- Names the individual(s) to receive the trust assets when the trust ends.
- Has the satisfaction of knowing that he/she is helping Scouting now.

If you are concerned about possible erosion of your estate through taxes, you may want to consider a charitable lead trust. The Lead Trust may also help in the transfer of a family business.

## SUMMARY

Planned giving can enable you to strengthen your overall financial position. Finding the right gift alternative depends on your goals and objectives, and most plans can be tailored to meet your individual goals and needs of your family. Also, talk to your council about some of the great recognition options available for your major gifts to Scouting.

**IMPORTANT: Nothing in this summary of gift options should be taken as, or substitute for, legal advice. It is for general educational purposes only. Please discuss all major gifts and planned gift options with your own legal and financial advisors and with your family members. That is the only way to find the gift options that are best for you and your unique financial needs and situation.**

## WORKSHEET FOR ESTATE PLANNING OBJECTIVES

The questions listed below have been designed as a first step to help you identify your needs and define your estate planning objectives.

	<b>Yes</b>	<b>No</b>
1. Do you have a will?	<input type="checkbox"/>	<input type="checkbox"/>
2. If you have a will, have you updated it in the past 6 years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you feel you have a comprehensive estate plan?	<input type="checkbox"/>	<input type="checkbox"/>
4. Would you like to increase your current spendable income?	<input type="checkbox"/>	<input type="checkbox"/>
5. Would you like to add to your retirement income with a guaranteed income for life?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have a spouse and/or dependents that you will want to provide for in the future?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you currently own low-yielding stocks or other securities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you (and your spouse) covered with life insurance protection?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you have a paid-up policy which has outlived its original purpose?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have substantial assets (e.g. family business) that you would like to pass on to family, children or grandchildren?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you concerned about gift and estate taxes eroding your estate?	<input type="checkbox"/>	<input type="checkbox"/>
12. Would you like to relieve your surviving spouse from the management of assets?	<input type="checkbox"/>	<input type="checkbox"/>
13. Would you want the flexibility of making additions to a trust plan at a later date?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you have an attorney or other professional advisors?	<input type="checkbox"/>	<input type="checkbox"/>

The answers you have marked will provide you with the basics on which to build a comprehensive estate plan. You may want to explore specific planned gift alternatives to determine their compatibility with your individual objectives. Please let us know if we can help you in this process.

Be assured that all inquiries are held in strictest confidence and are without obligation.

# BOY SCOUTS OF AMERICA DONOR PROFILE SHEET

*(See Page 2 for instructions on how to receive a personalized proposal and gift information)*

## PERSONAL INFORMATION

Name\* \_\_\_\_\_ Mr./Mrs./Miss/Ms./Dr.

Birth date (preferred) or approximate age \_\_\_\_\_

Marital Status     Married     Single     Divorced     Widowed

If married, name of spouse \_\_\_\_\_

Birth date or approximate age of spouse \_\_\_\_\_

How many children does donor have? \_\_\_\_\_ Approximate age(s) of child(ren) \_\_\_\_\_

Other persons to benefit from gift and their ages (e.g., sister, uncle, parents, etc.) \_\_\_\_\_

\_\_\_\_\_

## GIFT INFORMATION

I am/We are considering a gift of:

Cash     Stocks/Bonds     Real Property     Bequest

Home     Personal Property     Other Property (specify) \_\_\_\_\_

Value/Amount of proposed gift \$ \_\_\_\_\_

Does this property currently generate income? \_\_\_\_\_

If so, how much? \$ \_\_\_\_\_

Other information or comments about this gift: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My/our main objectives in making this gift are:

Increase income     Tax deductions     Capital gains tax savings     Estate tax/probate savings

Pass property to family members     To benefit Scouting     Other (specify): \_\_\_\_\_

Date request received \_\_\_\_\_ Method of request:  mail     phone     other

Date request processed \_\_\_\_\_ Date request returned \_\_\_\_\_

**Please send all information and proposals directly to:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone number \_\_\_\_\_

\*As you would like it to appear on proposals.



**HOW TO COMPLETE AND BENEFIT FROM  
THE BOY SCOUTS OF AMERICA NATIONAL FOUNDATION'S  
DONOR GIFT PROFILE**

1. All inquiries and information are confidential; information is returned directly (and only) to the person completing the form. Feel free to use your real name or the name of the donor. If you want to preserve anonymity, you may also use a substitute name (e.g., Mr. or Mrs. Scouter).
2. The birth dates are very important, to provide accurate information on charitable trusts, gift annuities, or other gifts that use actuarial tables for tax deduction and income figures.
3. The more information you provide, the more accurate and specific we can be when suggesting options. If any of the information is not readily available, your “best guess” will still be more helpful than leaving it blank.
4. When the gift profile is complete,
  - a. Mail to: **Boy Scouts of America National Foundation  
Attention: Colin V. French  
1325 W. Walnut Hill Lane  
Irving, Texas 75015-2079**  
  
**Please mark envelope: PERSONAL AND CONFIDENTIAL**
  - b. Or scan and email to [colin.french@scouting.org](mailto:colin.french@scouting.org).

**Feel free to contact us at 972. 580. 2219, or at our website, [www.bsafoundation.org](http://www.bsafoundation.org)**

A confidential package of charts and information will be sent to the individual named at the bottom of the profile page. These calculations will be generated by our specialized charitable gift software programs that we provide free of charge to our friends of Scouting.

**Note:** The information received in response to the Gift Profile or other inquiries should be considered for educational purposes only. Deductions change from month to month and many assumptions must be made for each calculated proposal. It should not be considered legal advice. We strongly recommend that you discuss all gifts and estate matters with your own legal and financial advisors as well as other family members.

## STEPS TO COMPLETING YOUR LAST WILL AND TESTAMENT

**DESTROY ALL COPIES OF OLD WILLS.** If you have previously executed a Will, physically destroy it. Even though a new will technically revokes all your prior wills, you should not rely on it to revoke them.

**PROVIDE AT LEAST NOMINAL GIFTS TO ALL YOUR CHILDREN.** Make certain that you leave at least something for your children (and your grandchildren, if any of your children are deceased), if you have any such descendants. If you leave nothing for them, a judge could determine at a later date that you forgot to do so, should one of them challenge your Will. Make your intentions clear and prove that you did not forget anyone. Even a gift of \$1 to the child you “omit” will suffice.

**CHOOSE AN APPROPRIATE EXECUTOR AND ALTERNATE EXECUTOR.** Ideally, both should reside in the same state. This is not a requirement, but it could potentially be costly for your executor to travel back-and-forth to manage your estate. Some states require that out-of-state executors post a cash bond, even if you have waived this requirement in your Will.

**REVIEW AND CORRECT ERRORS.** Review your information carefully and ensure they clearly and accurately reflect your intent. Spelling mistakes or typographical errors are fine, provided that your intent is clear. If a mistake leaves any doubt, have the error corrected and the page re-printed. Do not use Liquid Paper or any similar correction product under any circumstances.

**CHOOSING APPROPRIATE WITNESSES.** Most states require two witnesses. However, we recommend you have three witnesses sign your Will in the event a witness dies or moves to another state. Your spouse or children should not serve as witnesses. In addition, a witness must be at least 18 years of age and should not be named as a beneficiary in your Will. (A court could later disqualify this beneficiary from his or her inheritance, and your Will is more vulnerable to challenge.)

### **CONSIDER IF A NOTARY AND SELF-PROVING AFFIDAVIT ARE BEST FOR YOU.**

Notarizing your Will is unnecessary, unless you choose to complete a Self-Proving Affidavit simultaneous with the signing of your Will. It is strongly recommended that you complete a Self-Proving Affidavit, if it is allowed in your state. A Self-Proving Affidavit will make it unnecessary for your witnesses to appear in court to affirm your Will's validity after your death. The Affidavit can potentially save your beneficiaries and witnesses considerable inconvenience. It also gives your Will an extra layer of authentication that can help your beneficiaries avoid a long and costly probate process.

## **SIGN A SINGLE COPY OF THE WILL TOGETHER WITH ALL WITNESSES, DISTRIBUTE UNSIGNED COPIES, AND STORE YOUR WILL.**

Witnesses must be in your immediate presence and must observe your actual signing of the Will, and all the witnesses must observe the other witnesses signing the Will. You do not need to read your Will to them, and it is unnecessary for them to read it. However, they must clearly understand that the document is your Last Will and Testament; explain to them that you intend the document to function as your Will upon your death. If your state permits a Self-Proving Affidavit, and if you elect to use one (recommended), the same witnesses who watched you sign the Will should also watch you sign the Self-Proving Affidavit. Have the notary present at the signing of your Will, and then sign the Will and the Self-Proving Affidavit.

Only prepare and complete one original Will. You should not have more than one original or even photocopies of your signed Will. Doing so can complicate matters if you wish to create a new will at a later time, as it may prove difficult to track down all copies of your old Will. Instead, consider providing your beneficiaries, executor, and alternate executor each with an unsigned copy of your Will. Store your Will in a safe place, and let your executor and alternate executor know where they can find and access your original Will upon your death.

If you are interested in starting the process of preparing a will, please complete the following.

## BASIC INFORMATION NEEDED FOR WILL

Full Legal Names: *Husband:* \_\_\_\_\_

No surviving husband

*Wife:* \_\_\_\_\_

No surviving wife

City/County of Residence: \_\_\_\_\_

*Child #1* \_\_\_\_\_

*Child #2* \_\_\_\_\_

*Child #3* \_\_\_\_\_

*Child #4* \_\_\_\_\_

*Executor for Husband's Estate* (usually either the surviving wife, or a child who's good with money matters and details):

\_\_\_\_\_

*Husband's Successor Executor* (if there is no surviving spouse, or in case your first Executor cannot or will not serve – select up to two Successor Executors):

\_\_\_\_\_

\_\_\_\_\_

*Executor for Wife's Estate* (usually either the surviving husband, or a child who's good with money matters and details):

\_\_\_\_\_

Wife's Successor Executor (if there is no surviving spouse, or in case your first choice cannot or will not serve as Executor – select up to two Successor Executors:

\_\_\_\_\_  
\_\_\_\_\_

Are there relatives, friends, or charitable organizations you would like to leave something to? (List them and either assign a specific amount or a percentage):

[NOTE: "Residual estate" is what's left in the estate that isn't designated to your spouse, or a trust for a child/grandchild, or for someone else. Practically speaking, there may be very little left in the residual estate, unless the trust isn't needed or someone predeceases you, AND the will directs that portion into the residual.]

**HUSBAND'S WILL**

1. TO: \_\_\_\_\_

\$ or Specific Item: \_\_\_\_\_

OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate

\*\*\*\*\*

2. TO: \_\_\_\_\_

\$ or Specific Item: \_\_\_\_\_

OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate

\*\*\*\*\*

3. TO: \_\_\_\_\_

\$ or Specific Item: \_\_\_\_\_

OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate

\*\*\*\*\*

4. TO: \_\_\_\_\_  
 \$ or Specific Item: \_\_\_\_\_  
 OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate  
 \* \* \* \* \*

5. TO: \_\_\_\_\_  
 \$ or Specific Item: \_\_\_\_\_  
 OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate

6. TO: \_\_\_\_\_  
 \$ or Specific Item: \_\_\_\_\_  
 OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate

**WIFE'S WILL**

1. TO: \_\_\_\_\_  
 \$ or Specific Item: \_\_\_\_\_  
 OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate  
 \* \* \* \* \*

2. TO: \_\_\_\_\_  
 \$ or Specific Item: \_\_\_\_\_  
 OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate  
 \* \* \* \* \*

3. TO: \_\_\_\_\_

\$ or Specific Item: \_\_\_\_\_

OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate

\*\*\*\*\*

4. TO: \_\_\_\_\_

\$ or Specific Item: \_\_\_\_\_

OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate

\*\*\*\*\*

5. TO: \_\_\_\_\_

\$ or Specific Item: \_\_\_\_\_

OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate

6. TO: \_\_\_\_\_

\$ or Specific Item: \_\_\_\_\_

OR \_\_\_\_\_% of Residual Estate OR \_\_\_\_\_% of General Estate

\*\*\*\*\*

*(Use additional sheets as well, if necessary)*

In the unlikely event that husband, wife and children are all predeceased, who would you like to receive your estate?

*Husband's Will:* \_\_\_\_\_  
\_\_\_\_\_

*Wife's Will:* \_\_\_\_\_  
\_\_\_\_\_

*If there is a Trust for children, select a Trustee:* \_\_\_\_\_

- No trust is needed

If applicable, any Successor Trustees for trust (in order of preference, pick 2):

\_\_\_\_\_

*Guardian of children* (if applicable -- pick 2 or 3, in order of preference):

\_\_\_\_\_

\_\_\_\_\_