## Client Financial Document Organizer

**Real World Personal Finance Software**

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# Estate Planning Organizer

The Estate Organizer was created to assist you in achieving a more complete and effective Estate Plan. It has been designed to serve the following basic estate needs:

**Motivation**. In an area where neglect and delay are serious problems, the Estate Organizer presents a well-defined outline to motivate you to achieve your desired objectives.

**Sense of Direction**. The Estate Organizer's arrangement constitutes an immediate and continuing checklist, setting forth a clear and concise guide to the exact steps to be performed.

**Organization**. It is well known that many Estate Planning tragedies have resulted from missing documents of lack of organization. The Estate Organizer not only facilitates planned thinking, but it is a library of information. The Estate Organizer serves the objective of cataloging your personal, professional and business matters.

**A Survivor's Kit**. The Estate Organizer will be of considerable assistance during the difficult time of settling an estate, by systematizing what can be a complicated task.

Where would you store the Estate Organizer? It has been designed so that it may be kept at your home or your office. If you have a financial planning binder, it can be inserted there.

**IMPORTANT INFORMATION**

For:

Your SS#: - - Spouse SS#: - -

Wife: Date of Birth:

Child: Date of Birth:

Child: Date of Birth:

Accountant:

Address: Phone:

Attorney:

Address: Phone:

Banker:

Address: Phone:

Guardian:

Address: Phone:

Executor:

Address: Phone:

Insurance Agent:

Address: Phone:

Stock Broker:

Address: Phone:

Other Advisors:

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**LOCATION OF VALUABLE PAPERS AND ASSETS**

**PERSONAL SECTION**

 **ITEM REVISED DATE / LOCATION**

 **REVIEWED**

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

**LOCATION OF VALUABLE PAPERS AND ASSETS**

**BUSINESS SECTION**

*For the* ***unincorporated*** *business person or professional.*

A. Inventory of office furniture, equipment, instruments, etc.

B. Office space lease commitments & sales agreement involving office space, furniture, equipment,

 etc.

C. Statement of instructions concerning disposition of office space, furniture, equipment, etc. and administration of accounts receivable.

D. Documents concerning any employee retirement benefit of pension plan including participation in the KEOGH plan.

E. All copies of partnership agreements, contracts and agreements for services.

F. Statement of instruction concerning disposition of files.

G. Statement of estimated value of business to be updated annually.

H. Cash:

 1. Savings Accounts

 2. Checking Accounts

 3. Money Market Funds

I. Safes and Safety Deposit Boxes, including key locations.

J. Investments.

K. Other Documents.

**LOCATION OF VALUABLE PAPERS AND ASSETS**

**BUSINESS SECTION**

*For the business person or professional whose business* ***involves a corporation****:*

A. Articles of incorporation, bylaws and employment .

B. Agreement involving sale of hares or retirement of interest in the corporation.

C. Pension or profit sharing plan and trust agreement; current statement showing status of pension benefits or profit sharing account.

D. Certificate of group insurance.

E. Other documents including:

 1. Stock Options

 2. Deferred compensation agreement

 3. Split dollar life insurance program

 4. Other employment benefits

F. Statement of estimated value of business, to be updated annually.

G. Cash:

 1. Savings accounts

 2. Checking accounts

 3. Money Market funds

H. Safes and Safety Deposit box with key locations.

I. Investments.

**INSURANCE**

**Company Amount Type Policy # Owner Beneficiary**

**HOSPITALIZATION**

**Company Amount Type Policy # Contact Phone Number**

**DISABILITY - INCOME INSURANCE**

**Company Amount Type Policy # Contact Phone Number**

**REAL ESTATE**

Description Contracts Deed Location

**SECURITIES**

# of Shares Company Class of Stock Location Contact

**LIMITED PARTNERSHIPS**

Description Location Contact

\* To be reviewed on an annual basis.

**BANK ACCOUNTS**

Bank Branch Account Number

**CREDIT CARDS**

Company Card Number

**NOTES**

**ARRANGEMENTS FOR A DEATH AND BURIAL**

 I ask that my family be allowed to stay close to me in my last moments.

 If I am in a hospital at the time of death, I do not want my friends and family sent from
 the room.

 If there is no reasonable expectation of my recovery, I request that I be allowed to die,
 and not be kept alive by artificial means or heroic efforts.

 I request a burial in a simple wooden coffin, covered with a pall.

 I request a burial service in my church.

 I prefer not to be embalmed, if physical conditions permit.

 If my family concurs, my body may be given for scientific research. My preference
 would be (check only one):

 Anatomical study

 Autopsy to determine cause & study disease

 Organ transplant, should there be recipients available

 My preference of disposition is:

 Burial (Name of Cemetery )

 Cremation burial niche sea burial release to survivors)

 Mausoleum entombment

 My preference regarding memorial flowers or funds, recognizing the emotional needs of
 the giver would be

 Special requests for the burial service (music, readings, etc.)

 Other special requests:

Date: Signed:

Witness: Witness:

**DIRECTIVE TO PHYSICIANS**

Directive made this day of , 19 .

 I, , being of sound mind, willfully and
 voluntarily make known my desire that my life shall not be artificially prolonged under the
 circumstances set forth below. and do hereby declare that:

 a) If at any time I should have an incurable injury, disease, or illness certified to be a
 terminal condition by two physicians, and where the application of life-sustaining
 procedures would serve only to prolong the moment of my death, and where my
 physician determines that my death is imminent whether or not life-sustaining
 procedures are utilized, I direct that such procedures be withheld or withdrawn, and
 that I be permitted to die naturally.

 b) In the absence of the ability to give directions regarding the use of such life
 sustaining procedures, it is my intention that this directive be honored by my family
 and physician(s) as the final expression of my legal right to refuse medical or
 surgical treatment, and I accept the consequences from such refusal.

 c) I understand the full impact of this directive, and I am emotionally and mentally
 competent to make this directive.

 Signed:

 City County State of Residence

The declared has been personally known to me and I believe him or her to be of sound mind.

Witness: Witness:

**THE ESTATE PLANNING LETTER**

The Estate Planning Letter is written in conjunction with your estate plan, and is designed to supplement your will to make it more personal. Wills, trusts, and your other estate planning instruments are governed by formal requirements and are not the best tools for communicating instructions or personal desires. Your letter will allow you to give your family the benefit of your wisdom and experience in their handling of estate and investment decisions.

The topics your letter should cover are:

 1. Relationship between this letter and your will

 2. Location of the Estate Organizer file

 3. Legal advice

 4. Advice regarding your business

 5. Life Insurance advice

 6. Investment advice

 7. Special advice to your spouse and children

 8. Special instructions to your guardian

 9. A List of special bequests

The letter you write your family will not have to be complete concerning all of the thoughts that you may have on your estate plan. It will allow you to comment on the major points of concern (listed above) and make suggestions in areas where you would like your thoughts to be known.

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 make reference to the Estate Organizer, indicating that it contains all the information necessary to carry out the effective management of the estate.

**SURVIVOR'S CHECKLIST AND GUIDE**

 Immediate Steps to be Taken:

 · Contact someone who can assist you - relative, executor, etc.

 · Review wished of deceased regarding burial given in the Estate Organizer

 · Make funeral and burial arrangements

 Secondary Steps to be Taken:

 · Collect and assemble the following documents:

 Estate Organizer

 Last will and testament

 Obtain death certificate from funeral director

 Life insurance policies

 Bank account numbers

 Marriage license

 Birth certificate

 Social security number

 Veteran's records

 Tax returns for the last three (3) years

 · Contact attorney regarding estate settlement

 · Call banks and verify status of checking and savings accounts, safe deposit boxes
 Inventory contents

 · Notify security broker to re-title securities

 · Notify casualty insurance broker to modify auto and home owners' insurance

 · Avoid major decisions regarding home sale, debt repayment, moving, etc. for the
 first few months

 *Survivor's benefits*

 *\*\*Life Insurance*

 · Contact local insurance agent or office for claim forms on personal insurance

 · Check employer for group life insurance benefits and claim forms

 · If accidental death, check for double indemnity provision

 · Check for Creditor's Life Insurance on all installment purchases

 · Provide all insurance companies and employee benefit departments with completed
 claim forms and death certificate

 Life insurance benefits can be paid to survivors in the following ways:

 1. Lump sum

 2. Held at interest

 3. Periodic payment of principal and interest

 *\*\*Social Security*

 · Apply for $255 burial benefit through funeral director

 · Apply at the nearest social security office in person, and present the following:

 1. Social security number of the deceased

 2. Certified death certificate

 3. Proof of relationship (marriage license or birth certificate)

 · Your local Social Security Office address and phone number:

 <http://www.ssa.gov/>

 · Cash benefits - usually monthly income - can be paid to:

 1. Unmarried children of deceased worker to age 18, or 22 if full-time student

 2. Children of deceased worker who were disabled before age 22

 3. Widow of deceased worker

 4. Divorced wife of deceased worker if marriage lasted 20 years (10 years beginning 1979)

 *Veteran's Benefits*

 · Survivors of veterans of US Armed Forces may qualify for:

 1. GI or National Service Life Insurance, if policy is in force at time of death

 2. Lump sum burial benefit of $300 (through funeral director)

 3. Memorial plot $150 and headstone or $63

 4. Burial in national cemetery

 5. Burial flag

 · Apply in person at local VA Office and present the following:

 1. Birth certificate of the deceased

 2. Social security number of the deceased

 3. Death certificate

 4. VA records

 · Your local Veterans Administration Office address and phone number:

**YOUR ESTATE EXECUTOR'S DUTIES**

**(ASSUMING YOU DIED WITH A WILL)**

1. Read your will

 a. Expedites your burial instructions

 b. Meets members of your family and other interested parties who desire aid and
 information, confers with your attorney who drew the will and persons familiar
 with your financial affairs.

2. Safeguards your assets

 a. Takes such immediate protective measures as are desirable prior to appointment as
 executor

 b. Looks to insurance and protection of both real and personal property

 c. Secures knowledge of your going business affairs

 d. Examines all your books and files

 e. Gives notice of your death to banks, safe deposit companies and others

3. Petitions the Court for Probate of your Will

 a. Obtains proof of heirship, locates witnesses, through attorney for the estate,
 petitions for probate of Will and , from time to time, applies for all necessary
 court orders in the administration of estate, on appointment as executor, files
 oath of office.

4. Assembles and inventories all of your assets

 a. Takes proper steps to collect policies of life insurance, secures tax waivers and
 collects all cash.

 b. Inventories and appraises all household goods and effects, removing valuables to
 vault.

 c. Presses all claims for amounts due, locates evidence and witnesses on contested
 claims.

 d. Arranged proper supervision and management for your going business interests

 e. Obtains custody of securities. Collects all interest and dividends.

 f. Inspects condition, leases, taxes and mortgages of real estate, and arranges for
 management

5. Procures appraisal of all your assets

 a. Gathers complete and satisfactory evidence of the value of all assets at the time of
 your death,

6. Administers your estate (governed by the wishes expressed in your Will, the requirements of
 your estate and the local probate law).

 a. Gives special study to valuable collections, determines method and time of sale for
 articles not bequeathed, makes a careful estimate of amount of cash to be raised
 for payment of taxes, legacies and expenses of administration, and of probable
 net estate for distribution.

 b. Gives exhaustive study to your business interests and determines policy of
 continuance, liquidation or sale with due regard to expressions of your Will.
 Carries out or adjusts incomplete contracts.

 c. Makes comprehensive review of market conditions for each security to decide which
 should be sold first, if necessary to meet taxes, expenses, claims and specific
 bequests.

 d. Investigates all real estate from the standpoint of earnings, market desirability in
 case circumstances require its sale.

7. Makes all your tax returns - an intricate and involved procedure in which particular forms of
 information and return must be prepared and filed with each taxing body.

 a. Pays your income taxes

 1. Attends to income tax for part of year prior to your death

 2. Files return and pays tax for part of year after your death

 3. Makes careful survey of all possible tax claims to Se that no further liability
 exists upon review by the government

 b. Pays all your inheritance and estate taxes

 1. Ascertains and pays inheritance tax in state of residence, obtains waivers for
 transfer of securities.

 2. Arranges for necessary proceedings to release securities or property located
 in other states.

 3. Files preliminary notice, prepares return and pays both state inheritance and
 federal excise tax.

8. Settles all proper claims

 a. Publishes notices to creditors, obtains all available evidence regarding propriety of
 each claim filed, resists all improper claims, pays all approved and allowed claims
 out of estate funds.

9. Distributes your probate estate

 a. Prepares data for final account, showing in detail all receipts and disbursements,
 notifies interested persons of hearing on account, distributes remaining property
 after court settlement of account as directed by court.

10. Obtains final discharge

 a. After final payment and distribution to legatees and devises, secures final discharge
 as executor.

**A CHECKLIST FOR REVIEWING YOUR WILL AND ESTATE**

 Is the will less than five (5) years old?

 Has there been a death, divorce or marriage since the will was written?

 Have you moved to another state since the will was written?

 Is the will self-improving? (Notarized witness signatures?

 Who is the personal representative?

 Are all of your children listed?

 Is there a gift list provision? (personal property memorandum)

 Is there a common disaster clause?

 What is the size of the estate - would a trust arrangement be helpful?

 Is the property ownership structure appropriate? Is there a community property
 agreement?

 Does the will avoid probate for property owned in other states?

 Who are the alternate beneficiaries of retirement plans and life insurance policies?

 Is there a general durable power of attorney?

 Is there a durable power of attorney for health care?

 Do you have a living will?















