


Planning for the *Future*

This booklet belongs to:

(Family name here)

A Guide to Wills and Trusts

Provided Courtesy of  OKLAHOMA CITY COMMUNITY FOUNDATION
Helping you help the community

A Guide to Planning Your Will and Trust

On average, a person works more than 40 years to accumulate assets and spends ten years conserving what has been earned, but does not spend even two hours to plan for distribution of those assets. The chaos that often occurs following the death of a loved one can be burdensome. This burden can be eased, however, through proper planning. A key element of proper planning is the implementation of an estate plan. The basic document in any such plan is a will and many plans also include a trust. To assist you, the Oklahoma City Community Foundation's *A Guide to Planning Your Will and Trust* is designed to encourage you to think about how you want your assets to be distributed at death and help you in gathering the information your attorney will need to prepare a will and trust that accomplishes your goals.

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Family Information

Full Name _____

Other names by which you are known _____

Address _____

Phone (Home) _____ (Work) _____

Date of Birth _____

Birthplace _____

Citizenship _____

Social Security Number _____

Marital Status: Single Married Widowed Divorced Separated

Information on previous marriages: _____

Full Name of Spouse _____

Address _____

Phone (Home) _____ (Work) _____

Date of Birth _____ Birthplace _____

Citizenship _____

Social Security Number _____

Marital Status: Single Married Widowed Divorced Separated

Information on previous marriages: _____

Children and/or Other Dependents

Child/Dependent #1

Name

Relationship Date of Birth

Street Address

City State Zip

Child/Dependent #2

Name

Relationship Date of Birth

Street Address

City State Zip

Child/Dependent #3

Name

Relationship Date of Birth

Street Address

City State Zip

Child/Dependent #4

Name

Relationship Date of Birth

Street Address

City State Zip

Child/Dependent #5

Name

Relationship Date of Birth

Street Address

City State Zip

Child/Dependent #6

Name

Relationship Date of Birth

Street Address

City State Zip

Does any child/dependent listed have special needs? Yes No

Personal Information

Do you have a will? Yes No

If yes, what is the date of that will? _____

Where is your will located/stored? _____

If available, provide your attorney with a copy of your will.

Do you have a trust? Yes No

If yes, what is the date of that trust? _____

Where is your trust agreement located/stored? _____

If available, provide your attorney with a copy of your trust.

Do you have a safe deposit box? Yes No

If yes, where is the safe deposit box located? _____

Have you given durable power of attorney to anyone? Yes No

If yes, who is named as your power of attorney? _____

Where is your power of attorney located/stored? _____

If available, provide your attorney with a copy of your power of attorney.

Do you have a durable power of attorney for health care or advanced health care directive? Yes No

If yes, who is named as your agent for health care decisions?

Where is your health care document located/stored? _____

If available, provide your attorney with a copy of your health care document.

Financial Information: Assets

Real Estate

PARCEL #1 Description

Location

Nature of Title/Such as Joint-Ownership or Tenants-In Common

Date of Purchase	Cost	Present Value
------------------	------	---------------

PARCEL #2 Description

Location

Nature of Title/Such as Joint-Ownership or Tenants-In Common

Date of Purchase	Cost	Present Value
------------------	------	---------------

PARCEL #3 Description

Location

Nature of Title/Such as Joint-Ownership or Tenants-In Common

Date of Purchase	Cost	Present Value
------------------	------	---------------

PARCEL #4 Description

Location

Nature of Title/Such as Joint-Ownership or Tenants-In Common

Date of Purchase	Cost	Present Value
------------------	------	---------------

Total Real Estate Value \$ _____

Stocks, Bonds, Mutual Funds

Company/Symbol/Account #

Number of Shares Date of Purchase

Cost

Present Value

Company/Symbol/Account #

Number of Shares Date of Purchase

Cost

Present Value

Company/Symbol/Account #

Number of Shares Date of Purchase

Cost

Present Value

Company/Symbol/Account #

Number of Shares Date of Purchase

Cost

Present Value

Company/Symbol/Account #

Number of Shares Date of Purchase

Cost

Present Value

Total Value of Stocks, Bonds, Mutual Funds \$ _____

Business Ownership (Proprietorship, Partnership, Corporation)

Name of Business	Share of Ownership	Date of Creation	Purchase Value	Present
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Value of Business Ownership Interests \$ _____

Other Investments

Description/Cost	Present Value
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Value of Other Investments \$ _____

Personal Property (Jewelry, Art, Furniture, Vehicles, etc.)

ITEM #1 Description		Location
----------------------------	--	----------

Date of Purchase	Cost	Present Value
------------------	------	---------------

ITEM #2 Description		Location
----------------------------	--	----------

Date of Purchase	Cost	Present Value
------------------	------	---------------

ITEM #3 Description		Location
----------------------------	--	----------

Date of Purchase	Cost	Present Value
------------------	------	---------------

ITEM #4 Description		Location
----------------------------	--	----------

Date of Purchase	Cost	Present Value
------------------	------	---------------

Total Personal Property Value \$ _____

Other Assets/Notes Receivable

Description/Cost

Present Value

_____	_____
_____	_____
_____	_____
_____	_____

Total Value of Other Assets/Notes Receivable \$ _____

Bank or Savings Accounts

Type (Checking or Savings)	Name of Institution	Approximate Balance

Total Bank or Savings Accounts \$ _____

Insurance Policies

POLICY #1

Company	Type of Policy	Premium Payments (Amount & Frequency)	
Owner	Beneficiary	Face Value	Cash Value

POLICY #2

Company	Type of Policy	Premium Payments (Amount & Frequency)	
Owner	Beneficiary	Face Value	Cash Value

POLICY #3

Company	Type of Policy	Premium Payments (Amount & Frequency)	
Owner	Beneficiary	Face Value	Cash Value

Total Face Value of Insurance Policies \$ _____ Annual Income

Annual Income

Salary _____

Spouse's Salary _____

Investment Income _____

Other Income (list type and amount) _____

Total Annual Income \$ _____

Retirement Accounts

List Retirement Accounts, Pension Plans and Profit Sharing Benefits by type and amount:

Inheritance

Do you expect to receive an inheritance? Yes No

If yes, explain. _____

Financial Information: Liabilities

Mortgages, Trust Deeds, Loans, etc.

Description	Terms	Present Balance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Mortgages, Trust Deeds, Loans, etc.		\$_____

Other Debts

Description	Terms	Present Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Other Debts		\$_____

Will Information

Beneficiaries

List the people, group and/or charitable organizations that you want to benefit when you die.

Beneficiary #1	Name	Address
-----------------------	------	---------

Description of Gift (specific asset or amount)

Beneficiary #2	Name	Address
-----------------------	------	---------

Description of Gift (specific asset or amount)

Beneficiary #3	Name	Address
-----------------------	------	---------

Description of Gift (specific asset or amount)

Beneficiary #4	Name	Address
-----------------------	------	---------

Description of Gift (specific asset or amount)

Beneficiary #5	Name	Address
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Description of Gift (specific asset or amount)

Beneficiary #6	Name	Address
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Description of Gift (specific asset or amount)

Special instructions to be noted regarding the disposition of unique items:

Executor

Name someone that you want to be in charge of carrying out the provisions of your will. This should be someone responsible and trustworthy. Be sure to select an alternate in case your primary choice is unable to serve.

Executor

Alternate

Name

Name

Street Address

Street Address

City State Zip

City State Zip

Guardian

If both you and your spouse die while you have minor children, who would you want to appoint as guardian of those children? You may select separate people to be in charge of the children's physical and financial well-being. Be sure to select an alternate in case your primary choice is unable to serve.

Guardian

Alternate

Name

Name

Street Address

Street Address

City State Zip

City State Zip

Trust Information

Trustee

Name someone that you want to be in charge of carrying out the provisions of your trust. This should be someone responsible and trustworthy. Be sure to select an alternate in case your primary choice is unable to serve. You may name the same (or different) people as Executor and Trustee.

Trustee

Alternate

Name

Name

Street Address

Street Address

City State Zip

City State Zip

Briefly describe what you would like a trust to accomplish for you.

Trust Beneficiary Information

List the People, Group and/or Charitable Organizations that You Want to Benefit From Your Trust When you Die (If Different from the Beneficiaries Listed)

Beneficiary #1 Name Address

Description of Gift (specific asset or amount)

Beneficiary #2 Name Address

Description of Gift (specific asset or amount)

Beneficiary #3 Name Address

Description of Gift (specific asset or amount)

Beneficiary #4 Name Address

Description of Gift (specific asset or amount)

Terms of Trust

General Instructions: _____

Income distribution as follows:

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Principal distribution as follows:

Instructions regarding termination of this trust: _____

Trust Principal

Which of the assets you listed do you want to include in your trust? If you aren't sure, this is an issue to discuss with your attorney.

Insurance Policies (Description and Amount)

Real Property (Description)

Stocks (Description)

Other Property (Description)

Sample Bequest Language

Oklahoma City Community Foundation
Suggested language for a bequest through a will or trust

I. Specific Charitable Bequest

I give to the Oklahoma City Community Foundation (EIN: 23-7024262), an Oklahoma non-profit corporation, the following money or property:

(Describe Gift)

The gift is to be administered in accordance with the purposes and pursuant to the terms of the Articles of Incorporation and By-Laws of the Oklahoma City Community Foundation. I request that this gift: (choose whichever is applicable)

I. Be used for such charitable purpose of the Oklahoma City Community Foundation as the Board of Trustees may from time to time determine;

OR

II. Be added to a special fund known as “_____ Fund” and used for the following specific purpose: _____

OR

III. Benefit the following charitable organizations:

by additions to the Designated Fund of such organization as maintained by the Oklahoma City Community Foundation.

I 2

2. Residuary Bequest

I hereby give, devise, and bequeath all the rest, residue and remainder of my estate to the Oklahoma City Community Foundation (EIN: 23-7024262), an Oklahoma non-profit organization (for such charitable purposes as the board might from time to time determine) or (for the following charitable purposes)

or to benefit the following organizations:

For more information about utilizing the Oklahoma City Community Foundation to administer charitable bequests, please contact us at 405/235-5603.



OKLAHOMA CITY
COMMUNITY FOUNDATION

Helping you help the community

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