



# ESTATE PLANNING WORKSHEET

The worksheets on the following pages comprise an information-gathering vehicle to assist you in preparing to meet with the attorney who will draft your estate planning documents.

As you work through this worksheet, you may want to consider completing a *Personal Record Book* provided by the Presbyterian Foundation to record the location of your records and documents.

Prior to meeting with your attorney, you should collect the following documents:

- Existing wills or trusts
- Federal gift tax returns
- Pre-nuptial, post-nuptial or marital settlement agreements
- Copies of any will or trust under which you or your spouse have an interest
- Buy-sell agreements, stock option plans, salary continuation plans or other deferred compensation plans (other than qualified plans) to which you or your spouse is a party, including beneficiary designations
- Powers of Attorney for management of property
- Living Will Directive/Health Care Surrogate designation of management of healthcare
- Ownership and beneficiary designations for life insurance policies, and beneficiary designations for IRAs and qualified plans (pension, 401(k), 403(b) and profit-sharing)

*This estate planning worksheet can be used by individuals or married couples and is for your use only. Do not return the completed worksheet to the Presbyterian Foundation or any of its representatives.*

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# GENERAL INFORMATION

## ABOUT YOU

Name \_\_\_\_\_  
Other Names Used \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Home Address \_\_\_\_\_  
Other Residences \_\_\_\_\_  
Telephone \_\_\_\_\_  
Occupation \_\_\_\_\_  
Employer \_\_\_\_\_  
Position \_\_\_\_\_  
Business Address \_\_\_\_\_  
Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_  
Marital Status \_\_\_\_\_  
Prior Marriage(s) - List name(s), date(s) married \_\_\_\_\_

## ABOUT YOUR SPOUSE

Name \_\_\_\_\_  
Other Names Used \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Residence Address (if different from yours) \_\_\_\_\_  
Telephone (if different from yours) \_\_\_\_\_  
Occupation \_\_\_\_\_  
Employer \_\_\_\_\_  
Position \_\_\_\_\_  
Business Address \_\_\_\_\_  
Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

# FAMILY PROFILE

Names of Children or Dependents	Birth Date	SSN	Comments/Special Needs
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are any of the children listed above from a previous marriage or relationship?

**You**  Yes  No

**Spouse**  Yes  No

If the answer is Yes, please complete the section below.

Child's Name \_\_\_\_\_ Who has custody?  You  Former spouse  Other

Name of Other Parent \_\_\_\_\_

Address of Other Parent \_\_\_\_\_

# ASSETS

Show the approximate value of your assets in the appropriate column, designating ownership of the asset. Additional pages may be used as necessary.

	YOU	SPOUSE	JOINT
Cash, Bank Accounts & Money Market Funds	_____	_____	_____
Bonds & Bond Funds	_____	_____	_____
Stocks & Mutual Funds	_____	_____	_____
Residence	_____	_____	_____
Second Homes	_____	_____	_____
Investment Real Estate	_____	_____	_____
Business Ownership Interests (Sole Proprietorship, Partnerships or Corporations)	_____	_____	_____
Retirement plans (including IRAs) <i>Complete page 4</i>	_____	_____	_____
Life Insurance <i>Complete page 4</i>	_____	_____	_____
Annuities	_____	_____	_____
Interests in Estates or Trusts	_____	_____	_____
Home Furnishings	_____	_____	_____
Automobiles	_____	_____	_____
Collections	_____	_____	_____
Other Personal Effects	_____	_____	_____
Miscellaneous Assets <i>Identify if significant</i>	_____	_____	_____
TOTALS	_____	_____	_____

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## RETIREMENT PLANS

	YOU		SPOUSE (if applicable)	
	Current Value	Beneficiary	Current Value	Beneficiary
IRA	_____	_____	_____	_____
Keogh	_____	_____	_____	_____
Pension	_____	_____	_____	_____
Profit Sharing	_____	_____	_____	_____
401(k)	_____	_____	_____	_____
403(b)	_____	_____	_____	_____
Other	_____	_____	_____	_____

## LIFE INSURANCE

Type of Policy \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy Owner \_\_\_\_\_ Policy # \_\_\_\_\_

Insured Name \_\_\_\_\_

Death Benefit \_\_\_\_\_ Cash Value/Policy Loan \_\_\_\_\_

Policy Beneficiary \_\_\_\_\_

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Type of Policy \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy Owner \_\_\_\_\_ Policy # \_\_\_\_\_

Insured Name \_\_\_\_\_

Death Benefit \_\_\_\_\_ Cash Value/Policy Loan \_\_\_\_\_

Policy Beneficiary \_\_\_\_\_

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Type of Policy \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy Owner \_\_\_\_\_ Policy # \_\_\_\_\_

Insured Name \_\_\_\_\_

Death Benefit \_\_\_\_\_ Cash Value/Policy Loan \_\_\_\_\_

Policy Beneficiary \_\_\_\_\_

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# LIABILITIES

## Debt #1

Creditor \_\_\_\_\_

Amount of Debt \_\_\_\_\_

Assets Encumbered \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Liability for Debt  You  Spouse  Joint

## Debt #2

Creditor \_\_\_\_\_

Amount of Debt \_\_\_\_\_

Assets Encumbered \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Liability for Debt  You  Spouse  Joint

# ADVISORS

## YOU

Name & Address

Telephone

Accountant(s) \_\_\_\_\_

Life Insurance Agent(s) \_\_\_\_\_

Investment Advisor(s) \_\_\_\_\_

Stockbroker(s) \_\_\_\_\_

Other Attorney(s) \_\_\_\_\_

Physicians(s) \_\_\_\_\_

Other Consultant or  
Advisors(s) \_\_\_\_\_

## SPOUSE (if different information from yours)

Name & Address

Telephone

Accountant(s) \_\_\_\_\_

Life Insurance Agent(s) \_\_\_\_\_

Investment Advisor(s) \_\_\_\_\_

Stockbroker(s) \_\_\_\_\_

Other Attorney(s) \_\_\_\_\_

Physicians(s) \_\_\_\_\_

Other Consultant or  
Advisors(s) \_\_\_\_\_

# CHARITABLE GIVING

Estate planning is a wonderful opportunity for individuals to give witness to their faith and values. While the primary reasons for making charitable bequests and gifts in your plans are to fulfill your stewardship goals, this planning may also provide tax advantages for your estate. Please discuss charitable bequests, charitable remainder trusts, and charitable beneficiary designations with your attorney.

## Charities I/we would like to support:

### Local church(es)

Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

### National church

Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

### Other PC(USA) entities (Board of Pensions, Presbyterian Foundation, retirement homes, seminaries, etc.)

Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

### Mission Organizations

Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

### Other

Name \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

## I/we would like to make a charitable gift through:

Beneficiary	Amount	Charitable Beneficiary	Amount	Charitable
Bequest	_____	Charitable Remainder Trust	_____	_____
Endowment Fund	_____	Pooled Income Fund	_____	_____
Charitable Gift Annuity	_____	Donor-Advised Fund	_____	_____

To discuss any gift option, contact Pat Ohlmann at the Presbyterian Foundation at 800-858-6127, option 2 or [jpo@fdn.pcusa.org](mailto:jpo@fdn.pcusa.org).

If you have designated charitable beneficiaries of life insurance policies or retirement plans, please indicate on page 3.

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## ADDITIONAL ITEMS TO CONSIDER

1. Are there any continuing rights or obligations arising pursuant to any property settlement agreement or divorce decree from prior marriages?
2. Have you or your spouse filed gift tax returns or made any gifts (outright or in trust) exceeding \$14,000 per year to any person?
3. Do you or your spouse have a power of appointment or other interest under a will or trust created by someone else?
4. Do you or your spouse expect a significant inheritance?
5. Are you or your spouse a party to a buy-sell agreement, stock option plan, salary continuation plan or other deferred compensation plan other than a qualified pension or profit sharing plan?
6. How do you want your estate distributed among your beneficiaries?
7. Is there anyone other than your spouse and children for whom you are financially responsible or to whom you or your spouse wish to leave a part of your estate?
8. Is each spouse capable of managing financial affairs?
9. If a trust is established for the surviving spouse, to what extent should he or she be permitted to invade the principal?
10. Do you want any assets to pass to your children before the second spouse's death?
11. Do you want assets passing to your children or grandchildren to be held in trust until a specific age?
12. If so, at what ages should the trust require distributions of income or principal to your children and grandchildren? (The trustee can be given discretion to make such distribution prior to such ages, and all beneficiaries need not be treated the same.)
13. Do you have any special needs or concerns for your children or grandchildren?
14. If you and your spouse were to die, and none of your issue (lineal descendants) survive, to whom do you want your assets to pass?
15. Should any special problems be considered or special allowances be made as to any person, for example, for physical or mental disabilities?
16. Have you and your spouse named the executors of your estate? (You may each select one or more individuals and/or a bank.)
17. Have you and your spouse named the trustees of any trusts established in your wills? (You may select one or more individuals and/or a bank/trust company.)
18. If a child dies while assets are in trust for him/her, do you want such child to be able to leave any of such assets to his or her spouse?
19. Do you have any preferences as to funeral, burial and/or anatomical bequests?
20. Do you need a power of attorney or a living will directive/health care surrogate?

**Additional notes and comments:**

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The materials provided in this guide are examples of a general and informative nature, and do not constitute advice, legal or otherwise. Through careful estate planning, you can attain your objective for providing for loved ones as well as for Presbyterian missions and ministry. Please consult your attorney or advisor for financial and estate planning advice before you take any action.