



Your Legacy



A guide to planning your will



COVENANT
TRUST COMPANY®

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Congratulations! By completing this Wills guide, you're taking the first steps towards protecting your legacy and the assets you've accumulated throughout your life. Most of us spend years building and conserving our assets but don't take the time to sit down and spell out our plan to pass down these assets after we're gone.

There are three basic steps in the estate planning process:

1. Write Down What You Own

It is important to understand what property you own and what property will be transferred through your estate.

2. Know How Property is Transferred

Some property is transferred by will and some is transferred by a beneficiary designation or other form. You need to know how your property will be transferred in order to avoid an accidental disinheritance. With a good plan, your property may be transferred as you desire.

3. Sign Your Will and Medical Directives

It is important to sign the documents that correctly express your will and desires, both for your property and for your potential future personal care.

The advantage of having a will is that it gives **you** the decision-making power for your family and assets after death.

YOU decide:

- **Personal representative** (also known as Executor)
Who do you want to distribute your assets and personal property?
- **Trustee(s)**
If you establish trusts through your will, who will administer them?
- **Guardian for your minor children**
Who will raise and care for your children the way you desire?
- **Beneficiaries of your estate**—family, friends, your favorite charities, etc.
Who will provide for your elderly parent, a disabled adult child, ministries you love?

If you die without a will, the answer to all of these questions is “the probate court.” Every state has its own rules and preset formulas for determining who makes decisions about your family and your assets. Total strangers may end up handling your estate. Charities you loved and supported during your lifetime are guaranteed to receive nothing. Your will and the choices you designate in it give your executor the direction to distribute your assets as you wish.

The good news is that the decisions you make now can protect the future for you and your family, and preserve your legacy.

A barrier to completing the process is often a matter of not knowing who to contact and what is needed to get started. The pages in this guide are designed to encourage you to think about how you want your assets distributed at death and to help you put together the information your attorney needs to prepare your documents. Covenant Trust Company works closely with local attorneys to develop and implement plans for those clients who choose to work with us. Our Financial Services Representatives [FSRs] represent most areas of the United States to provide assistance to individuals desiring to prepare their legacy plan. Your FSR will meet with you and discuss your situation with no obligation on your part. Using the information you provide in this guide, the document preparation forms you complete with your FSR will be forwarded to the attorney you've chosen from an approved list. This attorney will review the information, consult with you and prepare the legal documents to comply with the laws of your state of residence. Call our central office in Illinois or visit our website at www.CovenantTrust.com to find the contact information for the FSR in your area.

Already have a will? You may want to use this guide to review your current plan and update it as necessary to account for life and asset changes. Wherever you are in life, having an estate plan that meets your wishes, desires and dreams provides you with a sense of peace that frees you to do what you are called to do now.

YOUR PERSONAL INFORMATION

Print names in ink, not pencil. Spell names exactly as you want them to appear in your documents. Always use legal names, not nicknames.

Date _____

Your Full Legal Name _____

Date of Birth _____ Male Female SSN# _____

Address _____

City _____ County _____ State _____ Zip _____

Phone _____ eMail _____

Present Marital Status:

Married Single Divorced Legally Separated Widowed

Spouse's Full Legal Name _____

Date of Birth _____ Male Female SSN# _____

Address _____

City _____ County _____ State _____ Zip _____

Phone _____ eMail _____

Have you previously been married?

Yes No **Spouse** Yes No

Do you or your spouse have a Prenuptial agreement that identifies and disposes of separate spousal property?

Yes No [if yes, attach a copy]

If you are widowed, what date did this occur? _____

Are you a U.S. Citizen or Lawful Permanent Resident?

No Born in the U.S. Naturalized LPR

Spouse - U.S. Citizen or Lawful Permanent Resident?

No Born in the U.S. Naturalized LPR

Check which documents you presently have:

- Will
- Revocable Trust
- Living Will
- Durable Power of Attorney/Health Care
- Durable Power of Attorney/Finances

Check which documents your spouse presently has:

- Will
- Revocable Trust
- Living Will
- Durable Power of Attorney/Health Care
- Durable Power of Attorney/Finances

YOUR CHILDREN

This section should include all children, whether minors or adults, including deceased children and children of a prior marriage. Attach additional pages if needed. If you wish to exclude a child as a beneficiary of your estate, check the "Exclude" box. If you have no children, write "NONE".

1. Full Legal Name _____

Date of Birth _____

Married Single Needs Special Care Dependent Exclude

Home Address _____

City _____ State _____ Zip _____

Origin

Child of Present Marriage Child of Prior Marriage Deceased

2. Full Legal Name _____

Date of Birth _____

Married Single Needs Special Care Dependent Exclude

Home Address _____

City _____ State _____ Zip _____

Origin

Child of Present Marriage Child of Prior Marriage Deceased

3. Full Legal Name _____

Date of Birth _____

Married Single Needs Special Care Dependent Exclude

Home Address _____

City _____ State _____ Zip _____

Origin

Child of Present Marriage Child of Prior Marriage Deceased

4. Full Legal Name _____

Date of Birth _____

Married Single Needs Special Care Dependent Exclude

Home Address _____

City _____ State _____ Zip _____

Origin

Child of Present Marriage Child of Prior Marriage Deceased

YOUR ESTATE PLANNING GOALS

You will have a number of goals that can be carried out through your estate plan. Listed below are several types of goals. Please indicate how important these goals are by circling a number from one to five by each goal.

GOAL	RANKING				
	(1-5 with 5 being the most important)				
Reduce estate taxes	1	2	3	4	5
Increase current income	1	2	3	4	5
Provide guardianship of minors	1	2	3	4	5
Provide for healthcare if disabled	1	2	3	4	5
Protect against liability	1	2	3	4	5
Create a charitable legacy	1	2	3	4	5
Sell appreciated assets tax free	1	2	3	4	5
Plan for business	1	2	3	4	5
Other goals listed below	1	2	3	4	5

In addition to stating the general goals you want your estate plan to accomplish, there are more specific things to think about as you develop your plan further. How you answer these questions will guide your attorney in drafting documents that meet your needs.

- Are there any special concerns or objectives regarding children or anyone else to be provided for? Spendthrift heirs? Concerns about the spouses of your children? Dependent siblings or parents?
- Do any of your heirs have special needs that should be addressed in your legacy plan?
- Should your heirs receive their inheritance in a lump sum or in stages? At what age and under what circumstances?
- Is there a dollar amount limit you want to leave to a spouse? Child? Grandchildren? Charity?
- Are there other business or educational opportunities you would like to provide for your heirs?

Comments

USING YOUR ESTATE PLAN TO CREATE A LEGACY

Everyone wants to have a life with meaning. Part of that meaningful life is to live on in the memory of family, friends and organizations you care about. A good estate plan can indeed create a legacy for family and charity that gives added meaning to your life. These questions will help you as you contemplate your charitable dreams.

- What kind of gifts appeal to you? Medical? Educational? Religious? Gifts in honor of someone special?
- What would you like these gifts to accomplish?

If you wish to include a favorite charity or Covenant ministry as a beneficiary in your will, it is important to include the following information in any bequest to an organization:

- **The dollar amount or percentage of the bequest.** A specific dollar amount may be used, but a percentage designates a portion of *whatever remains in the estate*. The resulting dollar amount may move up or down depending on the estate size, but the donor's desire to make a bequest is fulfilled.
- **The correct legal name of the ministry and its location**, e.g. The Evangelical Covenant Church, an Illinois not-for-profit corporation, 8303 West Higgins Road, Chicago IL 60631. The right name is important. You must provide enough information so the ministry can be readily identified and located.
- **Any designation or specific instructions for use of the bequest.** Include a default provision to say what happens if the bequest cannot be used as you originally intended.

Sample Language for Undesignated and Designated Bequests

Undesignated

- "Five thousand dollars [\$5,000.00] to the Evangelical Covenant Church, 8303 West Higgins Road, Chicago, IL"
- "Fifteen percent [15%] to First Covenant Church, 300 North Main Street, Mt. Prospect, IL"

Designated

- "Ten percent [10%] to the Northeast Conference of the Evangelical Covenant Church, 1492 Chestnut, Stowe, CT *for its camping program at Camp Goodtimes Bible Camp*"
- "Ten thousand dollars[\$10,000.00] to North Park University, 3225 West Foster, Chicago IL *to establish the John and Mary Jones Scholarship Fund for students majoring in education*"

List charities here:

Name _____

Address _____

City _____ State _____ Zip _____

Name _____

Address _____

City _____ State _____ Zip _____

Name _____

Address _____

City _____ State _____ Zip _____

Name _____

Address _____

City _____ State _____ Zip _____

YOUR EXECUTOR

Choosing a trustee/executor is one of the most important decisions you will make. There are significant responsibilities in being a trustee/executor, and providing quality service requires expertise and knowledge that individuals may not always possess. The following information should be helpful to you in making this important decision.

General Duties of an Executor

- Probate the will
- Collect the assets
- Value the assets
- Manage the assets
- File final personal income tax return (1040)
- File estate tax return (706)
- File estate income tax return (1041)
- Pay debts, claims and expenses
- Distribute assets according to the document
- Account to beneficiaries and court

Your will is the legally binding expression of your wishes for the distribution of your property. The executor's job is to administer the estate and carry out those wishes. The executor has significant responsibilities—some of which may be difficult or confusing; and may have 1-2 years of work that carries not only legal liability, but also the risk of unpopularity with estate legatees. For these reasons, you should give careful thought to your choice of executor. You should always name a second choice [successor executor] in your will in the event your first choice is unable or unwilling to serve, or predeceases you. If you don't make a choice, the probate court will!

Name your executor and alternate executor

Executor _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ eMail _____

Relationship, if not a spouse _____

Your Alternate Executor

In case the person above is unable or unwilling to serve, name an alternate.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ eMail _____

Relationship _____

YOUR GUARDIAN FOR MINOR CHILDREN

A very important decision for you is to decide who would be the guardian of your minor children. Your guardian will raise your children, teach them values, select the schools they attend and perform the functions of a parent. If you do not have a guardian selected in a will, a court may select a person. That person may not share your cultural background, your religion, your general world view or any other aspects of the character that you think important for the person who raises your children. By selecting a guardian and an alternate in your will, you have a much better prospect of finding someone that you think is the right person to raise your children.

If there are two parents, the survivor will usually be selected as the guardian of the children. In this case enter "Spouse" as the primary guardian. But if both parents pass away, then it will be necessary to select an alternate guardian. If you are a single parent, it is especially important to carefully select a primary and alternate guardian.

Please name your Guardian and Alternate Guardian

Guardian _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ eMail _____
Relationship, if not a spouse _____

Your Alternate Guardian - in case the person above is unable or unwilling to serve

Name _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ eMail _____
Relationship _____

Second Alternate

Name _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ eMail _____
Relationship _____



POWERS OF ATTORNEY

Your will is one piece of a ‘basic estate planning’ package. Two important documents to “add on” to your will preparation process are the *Financial Durable Power of Attorney* and the *Power of Attorney for Health Care*. Your will lays out provisions for after death; the powers of attorney provide a “contingency plan” in the meantime.

POWER OF ATTORNEY FOR FINANCE

A common concern is, “What if I am sick and am no longer able to manage my property?” A very good plan to protect yourself and your property is to have a durable power of attorney for finances. If you are no longer able to manage your property or later wish to have someone else manage your property, this durable power of attorney will give the person you select the legal authority to buy, sell and manage your property.

Power of Attorney for Finances

Power of Attorney _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ eMail _____

Relationship, if not a spouse _____

Alternate Power of Attorney for Finances

In case the person above is unable or unwilling to serve, name an alternate.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ eMail _____

Relationship _____



POWER OF ATTORNEY FOR HEALTHCARE

There are two primary documents that will provide for your future healthcare. A durable power of attorney for healthcare empowers another person you select to make key decisions on your care. A second document is a living will, for critical care decisions in the final weeks of life. A durable power of attorney for healthcare is important to ensure that the right person has been selected. It is called a 'durable' power because it is effective even if you are ill and not capable of making your own decisions. In some states the living will and durable power of attorney are combined in an "Advanced Directive" document.

Power of Attorney for Healthcare

Healthcare Power of Attorney _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ eMail _____

Relationship, if not a spouse _____

Alternate Power of Attorney for Healthcare

In case the person above is unable or unwilling to serve, name an alternate.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ eMail _____

Relationship _____



PERSONAL PROPERTY DISTRIBUTION

List to Dispose of Personal Property

Your will or trust is designed to transfer property to the person you select. However, many states permit you to update and maintain a list of personal items that may be changed whenever you desire. Under the laws of most states, you are permitted to make a list of property that may include jewelry, silver, china, furniture, and collections of stamps, coins, art and other personal items that are moveable. The advantage of this list is that you may update it as you buy or sell items or if you change your mind about who should receive them.

Talk to your attorney to see if you live in a state that allows for the use of this type of list and to find out what you need to do to make it legally binding.

Ways to Give or Transfer Personal Property

Give During Life

Many senior persons start the gift process during life. By giving personal items to children and other heirs, they understand and appreciate the gift.

Consider Preferences

Some children may desire a piano or other instrument. Others may prefer to receive valuable books or china. Discuss the goals of heirs and attempt to make gifts that will be most meaningful to each person.

Leave Instructions

The list is very useful. Other items could be distributed through a 'rotating choice' plan. Everyone meets together and each person takes a turn selecting one item.

Anytime you update your list, make a copy and send the original to your attorney or personal representative for safekeeping.

	Description	Recipient
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Signature _____ Date _____

THREE OTHER THINGS TO REVIEW:

- The beneficiaries designated in your Traditional and Roth IRAs. Make sure they are aligned with your well-thought-out and up-to-date legacy plan.
- The beneficiaries designated in your retirement plan through your employer.
- The beneficiaries of any life insurance you own. All beneficiaries designated should be reviewed periodically for alignment with your legacy desires.

THREE SIGNALS THAT IT IS TIME TO UPDATE YOUR WILL:

- **A change in your family or marital status**
 - Is there a new arrival in your family, or did your children become adults? Is there a marriage or divorce in the family? Did someone pass away? Any of these changes would signal it's time to take a look at your estate plan
- **A change in the federal or state tax laws**
 - Yes, legislative bodies do make changes that affect each of us. You want your estate plan to keep up! If you moved to a different state, your estate plan may need to be tweaked to ensure it still accomplishes your goals.
- **A desire to make a gift**
 - Our hearts will tell us who we are called to support with our gifts. Put your directions to give in your will so you know the gift will be made as you direct.



YOUR PERSONAL NET WORTH

Calculating your net worth for the first time isn't easy; but it is the first step in your financial planning. Once you have established a pattern, it becomes fairly simple to update this guide for management of your resources.

- **BE HONEST** with yourself. Your assets are worth what you can sell them for, not what you originally paid for them.
- **STOCKS AND BONDS** should be valued at the market price on the date of your calculation.
- **YOUR PENSION RIGHTS**, if vested, and/or your share in a profit-sharing plan are part of your net worth.
- **TAX SHELTERED FUNDS (IRAs, etc.)** should also be included in your net worth calculation.
- Don't forget the **CASH** and other conversion values of your insurance. Your insurance company can supply these figures.
- **YOUR HOME** or other real property is worth no more than it would bring on the market, minus any sales costs. You can approximate the worth of your house by the current prices of similar homes in the neighborhood. Or you can ask a real estate agent. But remember, an agent may place the value high enough to permit bargaining.
- In general, **HOUSEHOLD GOODS** are worth far less than you paid for them new, or what they would cost to replace. Unless you have rare antiques or art objects, your furnishings are worth only what they would bring on the secondhand market. Automobiles are worth what you might get from a used car dealer.

You can make your **NET WORTH STATEMENT** as simple or as detailed as you wish. It should be complete enough to show you how you stand now, in order to measure your financial progress in the future.

A list of your assets and liabilities is important when planning your estate. **You may find the following form helpful.**



Checking, Savings, Money Market Accounts and CDs				
Identification of the Account	Monthly Additions	Ownership	Beneficiary	Current Value
TOTAL				

Non-Qualified (Non-IRAs) Investments (Stocks, Mutual Funds, Real Estate Investment Trusts, Non-Qualified Annuities, Limited Partnerships, Stock Options, Deferred Compensation)						
Identification of the Account	Purchase Date	Cost Basis	Monthly Additions	Ownership	Beneficiary	Current Value
TOTAL						

Qualified Investments (Traditional IRAs, Roth IRAs, 401(k)s, TSA/403(b)s, 457s, SEP IRAs, Simple IRAs, Profit Sharing Plans, Money Purchase Pension Plans, etc.)						
Identification of the Account	Type of Account	Monthly Additions	Monthly Additions	Ownership	Beneficiary	Current Value
TOTAL						

Other Investments (UTMAs, UGMAs, Coverdells, 529 Plans, Notes Receivable, Investment Real Estate, Business Interests, etc.)				
Identification of the Account	Monthly Additions	Ownership	Beneficiary	Current Value
TOTAL				

Personal Assets				
Identification	Purchase Price	Ownership	Comments	Current Value
Primary Residence				
Secondary Residence				
Auto/Personal Property				
Other:				
Other:				
TOTAL				

Liabilities ("Other" = Student Loans, 401(k) Loans, Life Insurance Loans, Margin Loans)

Identification	Date Loan Taken	Original Loan Balance	Monthly Payment	Length of Loan	Interest Rate	Ownership	Current Balance
Auto Loan							
Credit Card Debt							
Other:							
Other:							
TOTAL							

Real Estate Liabilities

Identification	Date Loan Taken	Original Loan Balance	Monthly Payment	Length of Loan	Interest Rate	Ownership	Current Balance
1st Mortgage							
2nd Mortgage							
Home Equity Loan							
Home Equity Line of Credit							
TOTAL							

TOTAL ASSETS	
<i>SUBTRACT</i> TOTAL LIABILITIES	
TOTAL NET WORTH	

Employer/Company-Provided Life Insurance Please check if none _____

Insured (Name)	Beneficiary	Type: Select One	Death Benefit	Annualized Employee Premium
		Term/UL		
		Term/UL		
		Term/UL		

Personal Life Insurance Please check if none _____

Owner (Name)		Insured		Beneficiary	
1					
2					
3					
4					

Current Death Benefit	Cash Value	Annualized Premium	Carrier Name	Policy Type	Issue Date
1					
2					
3					
4					

Long-Term Care Insurance Please check if none _____

Insured (Name)	Private or Employer Sponsored	Carrier Name	Daily Benefit	Annualized Premium



COVENANT TRUST COMPANY®

Our Vision

To awaken people to the significance of stewardship through legacy planning and financial management.

Our Mission

To provide comprehensive legacy planning and financial management resources to all members, friends and ministries of The Evangelical Covenant Church.

Our Values

integrity
excellence
commitment to ministry
generosity through stewardship

.....

In this complicated world, with its constant flow of information, news, commentary, and financial turmoil, finding a money manager you can trust is a challenge. Finding one aligned with your values is even more of a challenge. Covenant Trust Company (CTC) is that trusted financial partner.

CTC is happy to facilitate your gift to your favorite Covenant ministry. Covenant Trust Company is available to work with:

- Individuals and couples to develop and implement legacy plans which include one or more Covenant ministries
- Covenant ministries and ministry leaders to provide resources and services for their ministry and its supporters

Covenant Trust Company will manage your investments, your IRA, your revocable trust and your legacy plan in alignment with the values *you* live by.

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