

PLAN YOUR LEGACY



Estate Planning Guide

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Disclosure on Attorneys and This Charity

This Free Resource is offered on behalf of the Non-Profit ministries of Family Life Communications as an educational service. While we attempt to provide helpful estate and financial background, we are not able to offer specific legal advice on your personal situation. Because you may have special needs, we know that you will want to contact your own attorney. He or she will be your independent advisor and will have an obligation of trust and confidence to you. With the advice of your independent attorney, you may have a customized estate plan that truly fulfills your unique family, healthcare, estate and planning circumstances.

This information is not intended as tax, legal or financial advice. Gift results may vary. Consult your personal financial advisor for information specific to your situation.

Dear Friend,

Thank you for requesting this excellent resource. Proper estate planning is key to good stewardship. Estate Planning is preparing for the accumulation, maintenance, and distribution of resources God has entrusted to us for the benefit of loved ones and the body of Christ.

The Christian perspective for estate planning is to seek God's will and to place Him first in the decision making process.

Someone may work 40 years to accumulate assets and spend 10 to 20 years conserving that accumulation, but only take two hours or less to plan for the distribution of those assets. Planning ahead allows you to design a plan that fits your family need and will prevent your loved ones unnecessary hardship in the future.

This planning guide is designed to encourage you to pray and seek God's counsel as you think about how you want your assets to be distributed. This guide will assist you in gathering the information your attorney will need. The process will be much easier, less expensive, a comfort to your loved ones and will help to fulfill your desires for family and the Lord's work.

*Stewardship is using God given abilities
to manage God owned properties
to attain God ordained results.
To attain good stewardship you need an estate plan.*

I. PEOPLE

Personal Information

Please tell us about yourself and your family. Spell names exactly as you want them to appear in your estate documents. Use full legal names, not nicknames.

Date _____

Your Full Legal Name _____

Date of Birth _____ Male Female

Present marital status:

Married Single Divorced Legally Separated Widowed

If married what is your wedding date? _____

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

Home Address _____

City _____ State _____ Zip _____

Home Phone () _____ Email _____

Employer _____

Job Title _____ Work Phone () _____

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

No Born in the U.S. Naturalized LPR

Military Service: Yes No Branch: _____

Organ Donation:

I DO NOT want to make an organ or tissue donation

I DO want to make an organ or tissue donation

Check documents you presently have:

Will Living Will Durable Power of Attorney/Healthcare Living Trust

Durable Power of Attorney/Finances

SPOUSE

Spouse's Full Legal Name _____

Date of Birth _____ Male Female

Have you previously been married? Yes No

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

Home Phone () _____ Email _____

Employer _____

Job Title _____ Work Phone () _____

Is your spouse a U.S. Citizen or Lawful Permanent Resident?

No Born in the U.S. Naturalized LPR

Spouse's Military Service: Yes No Branch: _____

Spouse's Organ Donation:

- I DO NOT want to make an organ or tissue donation
- I DO want to make an organ or tissue donation

Check documents Spouse presently has: Will Living Will Durable Power of Attorney/Healthcare Durable Power of Attorney/Finances Living Trust

Do you or your spouse have a prenuptial agreement that identifies and disposes of separate spousal property? (If yes, attach a copy.) Yes No

CHILDREN

Please list *all* children, whether minors or adults, **including deceased children and children of a prior marriage**. If you need more space, attach additional pages. 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 _____ Social Security # _____

Status Married Single Needs Special Care Dependent Exclude

Home Address _____

City _____ State _____ Zip _____

Phone () _____ Email _____

Origin Child of Present Marriage Child of Prior Marriage Deceased

2. Full Legal Name _____

Date of Birth _____ Social Security # _____

Status Married Single Needs Special Care Dependent Exclude

Home Address _____

City _____ State _____ Zip _____

Phone () _____ Email _____

Origin Child of Present Marriage Child of Prior Marriage Deceased

3. Full Legal Name _____

Date of Birth _____ Social Security # _____

Status Married Single Needs Special Care Dependent Exclude

Home Address _____

City _____ State _____ Zip _____

Phone () _____ Email _____

Origin Child of Present Marriage Child of Prior Marriage Deceased

"For we brought nothing into the world, and we can take nothing out of it."

1 Timothy 6:7 (NIV)

Religious Affiliation

Religious Organization _____

City _____ State _____

Statement of Faith: _____

Funeral and Burial

Religious Services Disposition of Body (burial/cremation/other wishes)

Husband: _____

Wife: _____

“Honor the Lord with your wealth, with the first fruits of all your crops.”
Proverbs 3:9

“If anyone does not provide for his relatives, and especially for his immediate family, he has denied the faith and is worse than an unbeliever.”
1 Timothy 5:8



Executor

Your executor is the manager of your estate. Because he or she will make many decisions about the management and distribution of your estate, you should select a trusted person who understands your circumstances. An executor will usually complete eight separate steps to ensure an orderly transfer of all of your property to the right individuals.

1. Submit your will to the probate court
2. Locate your heirs
3. Determine your estate assets and values
4. Pay bills and the estate attorney
5. Make debt payments
6. Resolve any estate controversies
7. File your income and estate tax returns
8. Distribute your assets to heirs

Executor

Executor _____

Address _____

City _____ State _____ Zip _____

Home Phone () _____ Email _____

Relationship _____

Alternate Executor

In case the person above is unable to serve, please name an Alternate Executor.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone () _____ Email _____

Relationship _____

***“Love the Lord your God with all your heart and with all your soul
and with all your strength.”***

Deuteronomy 6:5

GUARDIAN FOR MINOR CHILDREN

This is one of the most important and difficult questions that parents must answer. But, if you do not appoint a guardian, a probate judge will have no way of knowing what your wishes would have been. The judge is not likely to make the same type of choice that you would. Thus, you need to do the choosing yourself.

Consider degree of responsibility, accessibility, lifestyle, moral tenets, opinions on child raising and personal compatibility with your children.

Prepare a memorandum of instructions that includes things important to your children's well-being, such as: allergies, medical requirements, family medical history, personality traits, behavior responses. Provide direction about spending funds to achieve short-range and long-range goals.

Primary Guardian

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone () _____ Email _____

Relationship _____

Alternate Guardian

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone () _____ Email _____

Relationship _____

“Many are the plans in a man’s heart, but it is the Lord’s purpose that prevails.”
Proverbs 19:21

HEALTHCARE REPRESENTATIVE

Power of Attorney For Healthcare

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone () _____ Email _____

Relationship _____

Alternate Power of Attorney for Healthcare

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone () _____ Email _____

Relationship _____

“The earth is the Lord’s and everything in it.”
Psalm 24:1



III. Property

ASSET	TOTAL VALUE OF ASSET	Joint Property	Your Property	Spouse's Property
Example Property				
123 MAIN ST, SOMEWHERE, MI. 12345	\$298,000	X	X	X
REAL ESTATE				
Main Residence Address				
Second Residence Address				
Vacation Home				
CHECKING ACCOUNTS				
Bank, Financial Institution				
Account Number				
Financial Institution				
Account Number				
SAVINGS ACCOUNTS/ CDS/ MONEY MARKET FUNDS/ CREDIT UNION ACCOUNTS				
Financial Institution				
Account Number				
Tax Shelter Annuity - Not in Retirement Plan				

ASSET	TOTAL VALUE OF ASSET	Joint Property	Your Property	Spouse Property
INVESTMENTS				
Bonds or Bond Fund Custodian, Account Number				
DIGITAL ASSETS (Include instructions for access/management of assets)				
PERSONAL PROPERTY				
Furniture/Household Furnishings				
Tools & Equipment				
Antiques/Collections				
Jewelry				
Automobiles/Vehicles				
Business Interests				
Life Insurance Company— Face Amount/Death Benefit				
Retirement (IRA/40(K)/403(b)) Custodian, Account Number				
Miscellaneous (Safe Deposit Box Etc.,)				
Total Assest: \$				

LIABILITIES	Amount of Debt	Joint Property	Your Debt	Spouse's Debt
Mortgage on Personal Residence				
Mortgage on Second Residence				
Mortgage on Vacation Home				
Vehicle Debts				
Charge Accounts				
Installment Contracts				
Loans on Life Insurance				
Other Debts				
Total Liabilities/ Debts: \$				
TOTAL ESTATE: \$ (Assets Less Liabilities)				

ATTORNEY

Name _____

Address _____

Phone () _____ Email _____

ACCOUNTANT

Name _____

Address _____

Phone () _____ Email _____

FINANCIAL ADVISOR

Name _____

Address _____

Phone () _____ Email _____

“For we brought nothing into the world, and we can take nothing out of it.”
1 Timothy 6:7



IV. Dividing Your Estate

When deciding how you will divide your estate, you will want to first decide if you want to give any *special gifts* before you designate how your *residuary estate* will be given.

A *special gift* is an asset that you want to give to a specific individual or organization for a specific reason. For example, you might want to give your wedding band to your daughter (instead of just having it sold and the proceeds divided). Or maybe you want to leave the sum of \$5,000 to a grandchild. Perhaps you also want to give the proceeds of your IRA account to a ministry to offset taxes.

Your *residuary estate* is everything left over *after* special gifts have been distributed and final expenses paid. Using the example above, after your wedding band is given to your daughter, your remaining jewelry would be part of your residuary estate. Using the space below, identify special gifts that you want to go to a specific person or organization.

Special Gift	Recipient	City and State
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Signature _____

Date _____

Important Note: Depending on state law and the type of property you own, you may be required to distribute part or all of your estate to the surviving spouse.

Important Note: For financial accounts and insurance policies, your wishes will not be carried out unless you notify the institutions that you want to change *beneficiary designations* to reflect the above information.

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

FREQUENTLY ASKED QUESTIONS (FAQs)

1. Why is estate planning more than a Will?

An estate plan cares for both your property and your person. A Will and, for some persons a Trust, is important for the management and distribution of your property. But caring for your person requires creating a durable power of attorney for healthcare and a Living Will. The person who holds your durable power of attorney for healthcare can help the doctors make important decisions if you are in the hospital and not able to communicate. A Living Will is your statement of the care to be provided to you when you are in your final weeks or days. In some states, the durable power of attorney for healthcare and Living Will are combined in a document called an Advance Directive.

2. Who are primary beneficiaries of a Will?

One of the first decisions that you make is to decide who receives specific land, your home, or personal items. These heirs are your primary beneficiaries.

3. What is a Will?

It is a written document that specifies your wishes and controls the disposition of your property at death. As long as you are alive it transfers no property and gives no property rights to anyone. Some choose to start the gift process during life. By giving personal items to children and other heirs, they understand and appreciate the gift. Some children may desire a piano or other instrument. Others may prefer to receive valuable books or china. Discuss these goals with your heirs and attempt to make gifts that will be most meaningful to each person.

4. Who Needs a Will?

Every person of legal age and of sound mind who owns personal or real property should have a Will, regardless of how little or how much you may have. If you are married, both you and your spouse should have separate Wills. Over half of adult Americans die without a Will.

You've probably heard people advocate some of these popular myths about the need for making a Will:

“Only rich people need a Will.”

“Only people with dependents need a Will.”

“Only people with troublesome relatives need a Will.”

“Couples who hold their property in joint-tenancy with right of survivorship don't need Wills.”

All of the above are **myths!**

5. What is Probate?

Probate is the court procedure for transferring legal title of property from a deceased person to living persons and/or organizations. The probate rules were established to allow courts to distribute property according to:

- a. The terms and provisions contained in the Will.
- b. The laws of distribution of the state where the deceased had their official residence before death.

*Despite popular belief to the contrary, a Will by itself has no legal ability or authority to carry out the distribution of property. In short, a Will without probate has no effect at all.

6. How can I avoid probate?

In many cases, property can be transferred without probate. For example, IRAs, insurance policies and some other assets may be transferred through a beneficiary designation. If you are on title with another person as joint tenant with right of survivorship, under state law property rules, the real property will be transferred to the survivor. Finally, many Trusts hold real estate, which will be transferred to the Trust beneficiary.

7. Why should you create a Trust for minor beneficiaries?

Receiving property at a young age frequently leads to indulgence and serious problems. If you plan to leave property to minors, it is important to select a trustee to manage the property.

8. When should you select a contingent beneficiary?

If you have given a primary beneficiary a specific item like a family heirloom, it is a very good idea to select a contingent beneficiary. However, if you do not, then the property simply is part of the residue of your estate. After distribution of specific property and payment of costs and taxes, the balance of the estate property is called the residue.

9. Should you forgive your children's debts?

Many parents pass away with outstanding loans to children. If you do decide to forgive debts to children or other family members, you may also want to include an offsetting gift of cash or other property to those family members who do not receive any debt forgiveness. In this way, you can keep the total benefits under the Will, even among your children or other heirs.

10. Why is selecting a guardian for minor children so important?

The guardian will perform most of the functions of a parent in teaching the child, selecting his or her school, providing ethical or religious education and many other aspects of the child's life.

11. If you have minor children and a substantial estate, should the same person be guardian of your children and trustee of their Trust?

If there is a substantial property inheritance for the child, it is quite risky to transfer both the guardianship and the property to the same individual. After the parents pass away the guardian has control of the property. Thus, the temptation for the guardian to spend income and principal for personal benefit, rather than for the care of the child, is extremely strong. A better plan is to select a different person or commercial institution as trustee to manage the property. The trustee performs an important check-and-balance role. He or she can also distribute income and, if needed, principal for the benefit of the children.

12. Should medical papers and a Living Will be kept in your safety deposit box?

No. If you are ill and in the hospital, the durable power of attorney for healthcare or advance healthcare directive will need to be available to your healthcare agent. They may not have access to your safety deposit box. Your healthcare powers should be given to a friend or advisor so they are available if you are in the hospital and need their assistance.

13. Is it important to express my preferences on end-of-life care through an Advance Directive or Living Will?

Yes. While states may use different forms and have a different name for the document, all permit you to express your healthcare preferences for end of life.

14. Is a family member who lives in your area a good choice for your healthcare agent?

While you can select any family member who lives in another state as your healthcare agent, it is helpful to select a person who is in the area so that he or she is available if an immediate healthcare decision is needed.

15. Will your personal preferences on pain management have substantial impact on your end-of-life care?

If you desire a high comfort level even though that leads to less mental clarity, or prefer a more moderate or even low comfort level with greater mental clarity, that will have great impact on the level of pain medication provided to you.

16. For a young person with a modest estate, is a Will a better option than a Trust?

For a young person with a modest estate, it is important to get started in the estate planning process. The basic step is to create a Will, which is much more reasonable in cost than a Living Trust. However, if you own substantial real property, a Trust may be a good addition, even for a younger person.

17. If you use IRA beneficiary designations, joint tenancy with right of survivorship and other types of non-probate transfers, do you still need a Will?

While a majority of property can be transferred through non-probate methods, your estate will require a Will. If you have minor children, your Will is used to select their guardian. But your estate invariably will include some personal items and other assets that are subject to the Will. You may also receive an inheritance or lose your life in an accident that provides a large judgment to your estate. In all of these cases, it is essential to have a Will to transfer your property as you choose, not as the court determines.

18. Does a Living Trust protect you in your very senior years?

With a Living Trust, you normally serve as the initial trustee and select the successor trustee. Your chosen successor will be able to take over if you are in your very senior years and are ill or otherwise unable to manage your property. This is a great comfort and protection for both you and your property.

19. What is the “right amount” to leave for children, nephews or nieces?

First, everyone should provide for the needs of family. “If anyone does not provide for his relatives, and especially for his immediate family, he has denied the faith and is worse than an unbeliever.” 1 Timothy 5:8 (NIV) Other things to consider are age of children at age of distribution and whether inheritance would be split out over a period of years rather than all at once. With prayer and careful thought, the plan can move a substantial amount, while still permitting your child to learn to love the Lord, know the joy and rewards of work and trust Him for provision.

20. What is a Power of Attorney (POA)?

A Power of Attorney is a written document giving another person the power to act on your behalf while you are still living. You should have a Durable Power of Attorney for financial and business matters, and a separate Health Care Power of Attorney.

The Heritage Circle

The *Heritage Circle* distinguishes friends who have made an investment in future generations by including this ministry in their long range planning. Through a planned gift, your legacy will be a testimony of faithfulness and will be a blessing for generations to come.

If you have included Family Life Radio, and/or *Intentional Living* in your plans, we would appreciate the opportunity to say, "Thank you!" Letting us know does not create any obligation on your part, but helps us plan, and be better aware of your particular interests.

Membership in the *Heritage Circle* is offered when any of the following arrangements are completed:

- Naming the ministry as a beneficiary of your Will or Revocable Living Trust
- Naming the ministry as a beneficiary or alternate beneficiary of a life insurance policy, retirement plan, or other financial account
- Creating a Charitable Remainder Trust or a Charitable Lead Trust in which the ministry is a beneficiary
- Any other gift to the ministry that takes effect after your lifetime

Because some friends prefer to remain anonymous, your planned gift will **always** remain confidential unless you specifically give permission to recognize you. However, it will often encourage others to know you have thoughtfully considered to reach future generations with your resources.

As a member of the *Heritage Circle* you will be entitled to:

- A distinctive gift, specially designed for and available **only** to *Heritage Circle* Members
- Receive special invitations to unique ministry events
- Have your name(s) permanently displayed in our beautiful Family Life Radio Circle of Honor display at our national ministry headquarters

To join the *Heritage Circle* please complete and mail the enclosed enrollment form.

All matters you discuss with the ministry are held in strict confidence and will not be released to anyone without your expressed permission.



About Family Life Communications Incorporated

Family Life Communications Incorporated includes the ministries of Family Life Radio and Parent Talk, Inc. (dba Intentional Living). Each ministry is dedicated to strengthening families and individuals, as well as reaching out to people who need to hear the Gospel message.

Mission

Leading people to experience hope by living an intentional life in Christ.

Vision

To see individuals, families, churches and nations of the world transformed—as evidenced by individuals living an intentional life in Christ.



The ministry of Family Life Radio includes radio stations and translators, broadcast services, the FLR Satellite Network, concerts and community activities. The legal name, address and Tax ID number for making a bequest to Family Life Radio are:

Family Life Broadcasting System
PO Box 35300
Tucson, Arizona 85740
Tax ID #38-1812892



The ministry of Parent Talk, Inc. (dba Intentional Living) features the daily radio programs of Intentional Living with Dr. Randy Carlson. In addition, the ministry provides a variety of seminars and conferences. The legal name, address and Tax ID number for making a bequest to Parent Talk, Inc. are:

Parent Talk, Inc.
PO Box 35300
Tucson, Arizona 85740
Tax ID #86-0672542



Enrollment Form

I have remembered Family Life Communications in my estate plan! Please enroll me in the *Heritage Circle*.

I've included your ministry in the following way:

- As a beneficiary of my Last Will and Testament
- As a beneficiary of my Living Trust
- As a beneficiary of a Charitable Remainder Unitrust
- Charitable Gift Annuity
- As a beneficiary of my life insurance policy
- As a beneficiary of my bank account
- As a beneficiary of my stock account
- Other _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone () _____

Birthdate _____ / _____ / _____ Spouse _____ / _____ / _____

Please check one box below:

- You may include my name in your *Circle of Honor* display at your National Ministry Headquarters.
- I prefer to remain anonymous.

Optional Information

Please describe any details about your planned gift that you would like us to know.

Please, hold this information in strict confidence.

Testimonial

Your story helps the ministry inspire and equip others to become part of the Heritage Circle. Tell us why you've included Family Life Radio and/or Intentional Living in your estate plan. Please give your testimony about how Family Life Radio programs or people have blessed your life.

Complete and mail to:
Family Life Communications Incorporated
Attn: Estate Planning
PO Box 35300 • Tucson AZ 85740

For more information:
(520) 219-7721
planning@flc.org
myFLR.org/estateplanning

FamilyLife
Radio

intentional[®]
Living

Ministries of Family Life Communications Incorporated