CONNECTICUT ARCHITECTURE FOUNDATION

ESTATE PLANNING GUIDE
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INTRODUCTION

The Connecticut Architecture Foundation offers this guide as a useful estate planning tool. Whether you are just getting started or adjusting an in-place plan, this simple-to-use resource can guide you in making important decisions about the people and causes you care about.

We owe it to ourselves and our heirs to balance our ability to accumulate wealth with our ability to protect and distribute it as we choose. We can use our wealth and personal values to generate a lasting legacy – a legacy with more meaning and impact than just dollars. Your legacy builds on the efforts of generations before you. This is your opportunity to “pay it forward”.

Regardless of the size of your estate, creating a plan provides direction for the future which documents your wishes. Without an estate plan, attorneys or the courts may make these important decisions for you.

The four steps necessary to create a successful estate plan are:

Gather information - make a list of everything you own.
Design a plan.
Execute the plan.
Keep your estate plan up to date.

An attorney who specializes in estate planning is the best resource for building your estate plan. He/she can assist with related documents such as medical directives or durable powers of attorney. Your lawyer will also ensure your plan conforms to all applicable statutes and will be executed according to your wishes.

This guide provides a framework for gathering the information which will be necessary to advance your planning process.

Personal Information

Full Name: ______________________________

Date of Birth: ______________ Social Security Number: ______________

Address: ______________________________

Phone: ______________ Email: ______________

Family Information

Spouse

Full Name: ______________________________

Name Prior to Marriage: ______________________________

Date of Birth: ______________ Social Security Number: ______________

Address: ______________________________

Phone: ______________ Email: ______________

If no Spouse: Single ____ Domestic Partner ____ Divorced ____ Widowed: ____

Children

Name	Date of Birth:

Do you have legal custody of your children? ______________________________

Grandchildren

Name Date of Birth:

Parents & Siblings (living & deceased – state relationship and to whom)

Do Spouse, Children, Grandchildren or other Dependents have special needs?

Advisors

Legal Advisor or Attorney

Name: ____

Address: ____

Phone: ____________________ Email: __________________ __________

Tax Advisor

Name: ____

Address: ____

Phone: ____________________ Email: ______________________

Insurance Agent

Name: ____

Address: ____

Phone: ____________________ Email: ______________________

Investment Advisor

Name: ____

Address: ____

Phone: ____________________ Email: ______________________

Bank

Name: ____

Address: ____

Phone: ____________________ Email: ______________________

Other

Name: ____

Address: ____

Phone: ____________________ Email: ______________________

Financial Information & Assets

The assets of your estate are the collection of everything you own – money, property and other personal belongings. Assets are generally classified by how quickly they can be converted into cash, their physical or non-physical presence or their purpose and use.

Cash, Fixed-income Accounts, Savings, CD's

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Total Value: ___________________________

Securities (Stocks, Bonds and similar)

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Total Value: ___________________________

Annuities

Name: ____

Value: ________________________________ Beneficiary: __________________________

Name: ____

Value: ________________________________ Beneficiary: __________________________

Name: ____

Value: ________________________________ Beneficiary: __________________________

Retirement Accounts

IRA

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Roth IRA

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

401(k)

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Other

Asset: ________________________________ Value: ________________________________

Asset: ________________________________ Value: ________________________________

Life Insurance Policies

Policy:________________________________ Policy Type: _________ Policy #:__________

Face Value: ___________________________ Cash Value: ___________________________

Beficiary: ____

Policy:________________________________ Policy Type: _________ Policy #:__________

Face Value: ___________________________ Cash Value: ___________________________

Beneficiary: ____

Policy:________________________________ Policy Type: _________ Policy #:__________

Face Value: ___________________________ Cash Value: ___________________________

Beneficiary: ____

Health Saving Account

Policy: _______________________________ Value: ________________________________

Closely-held Assets (Corporations, LLC's, Partnerships,etc)

Name: ____

Address/Location: ____

Type of Asset: ___________________________ % Ownership: ___________________________

Value: ____

Real Estate

Principal Residence

Address: ____

Estimated Value: _________________________ Tax Assessment: __________________________

Ownership: ____

Indebtedness, if any: ____

Other Real Estate (Vacation Home, Farm, Rental Property, etc)

Location 1: Address: ____

Estimated Value: _________________________ Tax Assessment: _________________________

Ownership: ____

Indebtedness, if any: ____

Location 2: Address: ____

Estimated Value: _________________________ Tax Assessment: _________________________

Ownership: ____

Indebtedness, if any: ____-____

Location 2: Address: ____-__________

Estimated Value: _________________________ Tax Assessment: _________________________

Ownership: ____

Indebtedness, if any: ____

Personal Property

Furnishings

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Jewelry

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Automobiles

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Collectibles

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Art

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Other

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Item: ______________________________ Value: ______________________________

Liabilities not listed with Assets above

Auto Loans: ____

Personal Loans: ____

Business Loans: ____

Mortgages: ____

Pledges: ____

Other: ____

Income

Employment

Self: ____________________________ Spouse: _____________________________

Social Security

Self: ____________________________ Spouse: _____________________________

Pensions & 401(k) Plans

Self: ____________________________ Spouse: _____________________________

Other Retirement Income

Self: ____________________________ Spouse: _____________________________

Miscellaneous

Do you have a safe deposit box?

Location: ____

Contents: ___________________________ Value: _____________________________

Important Documents to Gather

- Records of current and previous marriages, including pre-nuptual agreements
- Copy of current will – revocable trust with amendments
- Military discharge papers

Distribution of Assets

Leave specific assets or cash to family, friends or charitable organizations. Clarify what happens to your principal residence or other real estate. Specify who receives tangible personal property such as jewelry, collectibles or automobiles. Consult your financial advisor on methods to reduce or eliminate estate and inheritance taxes.

Assets such as bank and portfolio accounts, retirement plans and life insurance policies may be left to charitable organizations as a direct beneficiary. Arrangements for these should be discussed with your attorney and financial advisors.

Executor

Primary Executor

Name: ____+___________

Address: ____

Secondary Executor

Name: ____

Address: ____

Direct Beneficiaries

Name: ____

Amount: ____

Name: ____

Amount: ____

Name: ____

Amount: ____

Charitable Bequests

Organization: ____

What you wish to give: _______________________________________

Organization: ____

What you wish to give: ____

Organization: ____

What you wish to give: ____

Final Notes

Review your estate plan periodically. This is especially important when major life events occur. These might include relocation to another state, death of your spouse or changes in applicable tax law. Or you might decide to modify the distribution of your estate or make adjustments to charitable bequests.

Estate planning can be daunting. But it is necessary to ensure your peace of mind as you consider your legacy and the wellbeing of those you care about.

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