For Our Family of Faith

Estate Planning

A Guide for Preparing your Will
and for Presentation to Your Attorney

St Joseph Parish 4011 Alexandria Pike Cold Spring, Kentucky 41076

Confidential Record
Of the
Personal Estate Planning Inventory
For:

____

Information contained in this document
is current as of:

____
(Date)

Planned Giving is a comprehensive form of stewardship that involves much more than sharing your treasure with charity. Planned giving means providing for yourself, your family, and when possible, your faith community. Stewardship is a matter of receiving gratefully as well as sharing your gifts.

While most people equate planned giving with remembering the Church with a bequest in their will, bequests are only one aspect of planned giving. Planned giving involves three principles - planning, giving and receiving.

Planning

Planned giving is not primarily about giving, but about planning. As you are aware, planning is an important aspect of stewardship. Stewardship encourages the prudent management of our time, talent and treasure. It means giving the right amount to the right cause at the right time.

A steward plans for their own future as well as the future of their faith community. For example, it is estimated that approximately 70% of Americans die each year intestate; they die without having a valid will. When a person dies intestate, the state that they are living in imposes their state-made will on the deceased which does not take into consideration the personal circumstances or wishes within one's family. Planning for our future means taking responsibility for our family and our faith community.

Giving

Planned giving does entail giving, but a very specific type of giving. A planned gift is usually a gift from our accumulated assets. As an investment in the future of the Church, planned giving is a way for the donor to consolidate his or her financial planning with the financial planning of the Church... stewardship for our Church.

Receiving

And finally, planned giving actually includes receiving. One of the major advantages of planned giving is the reduction of taxes. However, tax benefits are not the only thing donors receive.

Stewardship for our family. Stewardship for our Church. Stewardship for ourselves. Planning, giving and receiving - these are the three pillars of stewardship and of planned giving.

This booklet is presented to help you thoughtfully establish the goals and objectives for yourself, your family and dependents, and for Christ and the Church. Remembering your parish in your estate planning is an example of Christian stewardship and an investment in the future of the Catholic Church.

This record book has four purposes:

First, to provide family members with the basic facts of your personal affairs in case of an accident or serious illness.

Second, to provide you with a current record of your affairs.

Third, to provide the basis for sound estate plan.

Fourth, to serve as a valuable aid to your executor in administering your estate.

Effective estate planning is a team effort, with you as the captain of the team. You inform your team members (your attorney, accountant, etc.) of your objectives in order to assure your goals. Tax savings are important considerations when developing your plan, but should not distort your wishes.

An effective estate plan should accomplish the following goals:

- Carry out your wishes. A good estate plan is tailored to each individual; there are no standard plans.
- Increase spendable income now, during your lifetime.
- Assure financial security during retirement or disability.
- Effectively transfer property to your family members, Church and other charitable organizations.
- Provide competent property management for your beneficiaries who may not be able to handle financial matters.
- Reduce probate and costs related to transfer of property.
- Reduce your income, gift, estate and inheritance taxes.
- Provide liquidity to help pay the estate and inheritance taxes, administration expenses and any existing debts.
- Avoid uncertainty and possible litigation.
- Avoid an arbitrary estate plan created by law when a person dies intestate (without a Will).

Personal Information	
Full legal name:	
Completed this personal record on (date):	
Date of last review:	
Person(s) to notify in case of emergency:	
Name:	
Address:	
Telephone:	
Have you written a will before?	Date:
Name:	Date of Birth:
Social Security Number:	U.S. Citizen:______Yes _____No
Date/place of naturalization:	Other citizenship:
Spouse:	Date of Birth:
Social Security Number:	U.S. Citizen: _____Yes _____No
Date/place of naturalization:	Other citizenship:
Legal Residence Address:	City: State: Zip:

Current Marital Status
☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated
Maiden Name (if any):
Do you have a Pre-Nuptial Agreement?
Your Employer:
Position of Title:
Work Address:
Home Telephone: Business Telephone:
Spouse's Employer:
Position or Title:
Work Address:

Military Service
Branch and Serial Number:
Dates of Service:
Location of Discharge papers:

Personal Information

A. Children/Stepchildren (Put * beside stepchildren)

Child's full name____Married to____________________________
Address____
Address____
Birth Date____Social Security Number_______________

Child's full name____Married to____________________________
Address____
Address____
Birth Date____Social Security Number_______________

Child's full name____Married to____________________________
Address____
Address____
Birth Date____Social Security Number_______________

Child′s full name____Married to____________________________
Address____
Address____
Birth Date____Social Security Number_______________

Child's full name____Married to____________________________
Address____
Address____
Birth Date____Social Security Number_______________

B. Parents

Your Father____Age_________________________________
Spouse's Father____Age_________________________________
Your Mother____Age_________________________________

Spouse′s Mother____Age_________________________________

C. Grandchildren

Name	Address	Birth Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

D. Personal Advisors/Fiduciaries

Attorney Name:	Phone:
Address:	

Trust Officer Name:	Phone:
Address:	

Accountant Name:	Phone:
Address:	

Investment Broker Name:	Phone:
Address:	

Insurance Agent Name:	Phone:
Address:	

Tax Consultant Name:	Phone:
Address:	

Other Name:	Phone:
Address:	

E. Real Estate Owned

Location:		
Description:		
Original Cost: $	Approximate Value: $	Mortgage: $
Name of Mortgagor:		
Is Ownership? Sole Ownership	Tenancy in Common	Joint Tenancy
Is there a right of survivorship?		
Location of deed and other documents:		

Location:		
Description:		
Original Cost: $	Approximate Value: $	Mortgage: $
Name of Mortgagor:		

Is Ownership? Sole Ownership	Tenancy in Common	Joint Tenancy
Is there a right of survivorship?		
Location of deed and other documents:		

Location:		
Description:		
Original Cost: $	Approximate Value: $	Mortgage: $
Name of Mortgagor:		
Is Ownership? Sole Ownership	Tenancy in Common	Joint Tenancy
Is there a right of survivorship?		
Location of deed and other documents:		

F. Farming Interest

Description and location of farm:
How is farm owned?

Current fair market value of: Land and Buildings $________________________

Farm Machinery and Tools $______________________________

Livestock $________________________

______

Poultry $________________________

______

Crops $________________________

______

TOTAL VALUE $________________________

G. Tangible Personal Property

Do you maintain a list of your valuable possessions? ________ if yes, where is it located? ___________________

____

Describe and state the current value of the following:			
	Description	**Owner(s)**	**Current Value**
Automobiles			
Personal Articles			
(Jewelry, stamp or coin collections, antiques, etc.)			
(Furniture, etc. total all)			

Total Value
$____________
______

H. Intangible Personal Properties

Are you a beneficiary of a trust? __________ If yes, description of trust:
____
____
____

Do you own or possess a right to any intangibles such as patents, copyrights, trademarks and royalties? ________
If yes, description of properties and their approximate values: ____

I. Future or Contingent Assets

Nature of Expectancy (such as an inheritance):	Approx. Value:
Location of relevant papers:	

J. Financial Information

Banks, Savings & Loans, Credit Unions, Etc.

Description	Type of Account	Account Number	Current Balance

Certificates of Deposit

Institution	Amount	Maturity Date	Owner(s)

Safety Deposit Boxes

Box Location	Box Number	Key Location

Securities/Bonds/Mutual Funds

Asset	Date Acquired	Cost Basis	Current Value
Investment company where securities are held:			
Other location of documents:			

Life Insurance Policies

Company	Type of Policy (whole/term)	Face Amount	Name of Insured	Beneficiaries	Cash Value

Location of Policies:

Trusts (created by you)

Do you have a Trust(s)?	If yes, Date of Trust?
Indicate the name and addresses of trustees:	
Beneficiaries:	
Approximate value of Trusts:	
Assets in the Trust:	
Name and address of attorney who prepared Trust Agreement:	

Retirement/Pension and Compensation Plans

Type:	Owner:	Value of Death Benefits $
Beneficiaries: 1st:	2nd:	
IRA □ Keogh □ 401K □ Other □	Amount Invested $	Type of Investment:
Beneficiaries: 1st:	2nd:	

Type:	Owner:	Value of Death Benefits $
Beneficiaries: 1st:	2nd:	
IRA □ Keogh □ 401K □ Other □	Amount Invested $	Type of Investment:
Beneficiaries: 1st:	2nd:	

Type:	Owner:	Value of Death Benefits $
Beneficiaries: 1st:	2nd:	
IRA □ Keogh □ 401K □ Other □	Amount Invested $	Type of Investment:

Beneficiaries: 1st: 2nd:

Tax Records

Location of copies of your income tax and (if any) gift tax returns:
Tax advisors:

Business Interests

Name of Business:	Owner(s):
Type: Sole Proprietorship □ Partnership □ Corporation □	
Value of Interest $	

K. Funeral Arrangements

Arrangements to be made by:

Name:
Address:
Phone:
Relationship:
Funeral Home:
Cemetery/Mausoleum:
Grave/Crypt:
Funeral Instructions:
Priest:

I am a member of the (name of parish): Located at:	
Pall Bearers: 1.	2.
3.	4.
5.	6.
Music:	
Readings:	
Flowers:	
Clothing/Jewelry:	
Special Requests:	

L. Important Document Locations

Birth Certificate:
Baptismal Record:
Marriage Certificate:
Will:
Auto Titles:
Durable Healthcare Power of Attorney:
Durable Power of Attorney:
Living Will:
Other:

M. Tax/Social Security Records

My last Social Security earnings report is located at:
My Social Security checks Are □ Are not □ directly deposited to my account # At
Address
My federal, state, (city) income tax returns for the years: Are located at:
My gift tax returns for the years: Are located at:

Receipts and worksheets to support these returns are located at:
The person who prepared these returns is:
Address:
My real property tax records for the years: Are located at:
My personal property tax records for the years: Are located at:

N. Medical Records

My physician is:
Address: Phone:
My dentist is:
Address: Phone:
Living Will: I have a living will stating my wishes for medical care and treatment if I am seriously ill. The document is dated: And is located at:
The names and individuals who have copies are: Name: Name: Phone: Phone: Address: Address:
I have given a power of attorney for health care decisions to: Name
Address: Phone:
The power is dated: A copy is located at:

O. Last Will and Testament

I have ☐ have not ☐ made a Will, dated:________ The original executed copy of my Will and Codicils (if any) are located at:	
As Executor(s) my Will names:	
Name:	Name:
Address: Phone:	Address: Phone:
As Alternate Executor(s) my Will names:	
Name:	Name:
Address: Phone:	Address: Phone:
As Trustee(s) my Will names:	
Name:	Name:
Address: Phone:	Address: Phone:
As Alternate Trustee(s) my Will names:	
Name:	Name:
Address: Phone:	Address: Phone:
As Guardian(s) my Will names:	
Name:	Name:
Address: Phone:	Address: Phone:
As Alternate Guardian(s) my Will names:	
Name:	Name:
Address: Phone:	Address: Phone:

My Will and Codicils (if any) were drafted by:

Address:	Phone:

Spouse, Siblings, Relatives or Friends you wish to include in your Will:

Name	Address	Relationship
1.		
2.		
3.		
4.		

Other Intended Beneficiaries (exclude spouse, descendants, and trusts; but include charitable, religious or educational organizations)

Legal Name:
Address:
City, State, Zip:
Personal Comments:

Legal Name:
Address:
City, State, Zip:
Personal Comments:

Legal Name:
Address:
City, State, Zip:
Personal Comments:

Legal Name:
Address:
City, State, Zip:

Personal Comments:

Net Worth Worksheet

Assets	Yours	Spouse's	Jointly	Total
Cash (checking & savings)	$	$	$	$
CDs and Money Markets	$	$	$	$
Business Interests	$	$	$	$
Securities, Bonds, Mutual Funds	$ $	$ $	$ $	$ $
Retirement Benefit	$ $	$ $	$ $	$ $
Life Insurance	$ $	$ $	$ $	$ $
Real Estate	$ $ $	$ $ $	$ $ $	$ $ $
Farming Interests	$	$	$	$
Personal Property	$ $ $	$ $ $	$ $ $	$ $ $
Trust Assets	$	$	$	$
Other	$ $ $ $ $ $	$ $ $ $ $ $	$ $ $ $ $ $	$ $ $ $ $ $
(Mortgages /Notes receivable)	$	$	$	$
TOTAL	$	$	$	$

ASSETS/ESTATE				
Liabilities	**Yours**	**Spouse's**	**Jointly**	**Total**
Mortgages	$	$	$	$
Loans:				
Auto	$	$	$	$
Personal	$	$	$	$
Insurance	$	$	$	$
Bills:				
Credit Cards	$	$	$	$
Dept. Stores	$	$	$	$
Other	$	$	$	$
Taxes Owed:				
Federal	$	$	$	$
State	$	$	$	$
Property	$	$	$	$
Other Liabilities:				
	$	$	$	$
	$	$	$	$
	$	$	$	$
TOTAL LIABILITIES	$	$	$	$

ESTIMATED NET WORTH

Total Assets	$	$	$	$
Total Liabilities (subtract)	$	$	$	$
Estimated Net Worth	$	$	$	$

Estate Distribution

Making a Will...The First Step in Creating an Estate Plan

The Personal Estate Planning Inventory is designed to assist you in putting together the needed information to present to your attorney in order to have your Will drafted or revised. By completing this booklet in advance of visiting with your attorney you will save yourself time and money, as well as have your objectives clearly identified. **This booklet is not intended to be, nor should it be construed as tax and/or legal advice. Such advice should be secured from your own attorney and/or CPA.**

After completing the information asked for in this booklet, you will be prepared to meet with your attorney to have your Will drafted. Even if you already have a Will, this booklet will serve as an excellent means for updating your Will. An annual review of this information is encouraged and recommended.

Having a Will allows you to exercise your own wishes in such matters as the disposition of your estate, distribution of your possessions, management of a family farm or business, care of minor children and the practice of Christian stewardship.

To practice good stewardship as a conscientious Catholic, it is your responsibility to clearly define your estate plan objectives for:

a. yourself as long as you live;
b. your family and dependents;
c. others for whom you wish to repay a favor or show gratitude;
d. Christ and His Church through a bequest to your faith community.

The same skill and care that you have put into accumulating your estate should be put into the disposition of your estate at the end of your life.

The cost of a Will depends on how simple or complicated the Will is. Wills generally cost less that most people expect and undoubtedly less than the emotional and financial costs of not having one. Ask your attorney in advance about the fee.

When you discuss including the Church in your Will, you should ask your attorney to include the following wording in the Will so that your parish and/or Diocese can be remembered in the proper way:

For Parish Gifts:
I hereby give, devise, and bequeath to Roger J. Foys, Bishop of Covington, his successors in office, title and trust, as such Bishop, as Trustee for the use and benefit of the Congregation of St Joseph Parish Roman Catholic Church, Cold Spring Kentucky, …

For Diocesan Gifts:
I hereby give, devise, and bequeath to Roger J. Foys, Bishop of Covington, his successors in office, title, and trust, as such Bishop, as Trustee for the use and benefit of the Diocese of Covington, Covington,Kentucky …..

For more information
please call or write:

Planned Giving Team
Saint Joseph Parish
4011 Alexandria Pike
Cold Spring Kentucky 41076

Phone: (859) 441-1604

The information contained in his booklet is not intended as legal advice; for this, please consult with an attorney.