



Estate Planning **WORKBOOK**

**Preparing
For An
Estate
Planning
Meeting
With Your
Advisor**

THE FOUNDATION
JEWISH COMMUNITY FOUNDATION
LOS ANGELES

www.jewishfoundationla.org

(323) 761-8700 • FAX (323) 761-8721

6505 Wilshire Boulevard, Suite 1200, Los Angeles, CA 90048

Introduction

Having a revocable living trust and a will as part of your estate plan is important, yet many people do not maintain updated documents that reflect significant life changes and outline their present wishes. Preparing your estate planning documents ahead of time, and reviewing them regularly, can prevent misunderstandings later and allows your survivors to sort through complex issues with greater ease, clarity, and harmony. To assist with your estate planning, the Jewish Community Foundation of Los Angeles is pleased to offer you this Estate Planning Workbook, designed to help you gather and organize all pertinent estate planning information in one place before you contact your attorney.

An estate plan ensures that your assets will be transferred according to your wishes upon passing.

Here are three reasons you want to have an estate plan:

- 1.** If you die without estate planning documents, your property is distributed to relatives according to state laws, regardless of your wishes.
- 2.** The state would be responsible for appointing a guardian from among your relatives for any minor children. By executing estate planning documents, you can be assured that custody of minor children, your wishes for your property and other assets, and any other specific wishes you delineate will be carried out according to your plan.
- 3.** A revocable living trust and a will as part of your estate plan is the best way to ensure that your philanthropic values will be administered according to your wishes, and that your legacy will continue well into the future.

We hope this workbook will serve as a useful tool to help you organize and prepare your information.

For more information about estate planning, please contact us at (323) 761-8704 or development@jewishfoundationla.org.

Established in 1954, the Jewish Community Foundation of Los Angeles manages approximately \$1.1 billion of assets entrusted to it by over 1,300 families. The Foundation partners with donors to shape meaningful philanthropic strategies, magnify the impact of giving, and build enduring charitable legacies. Over the past 25 years, The Foundation has distributed over \$1 billion in grants to thousands of nonprofits across a diverse spectrum.

Table of Contents

- **Complete your Personal Information**1-3
- Complete information about **Property**4-9
- Complete information about **Other Insurance**..... 10-12
- Complete information about **What You Owe** 12
- Complete information about **Trusts and Tax Records**13-15
- Complete information about **Key Contacts**16
- **Plan Your Estate Distribution**..... 17
- **Model Forms of Bequests from Wills** 18
- **Model Forms of Bequests from Living Trusts** 19
- **Arrangements** 20
- **Letter of Last Instructions** 20
- **Further Reading** 21
- **Your Notes** 22

In preparing for an estate planning conference with your attorney, you will need the following documents and information:

PERSONAL INFORMATION

Date this form was completed: _____

Legal Name _____
First Middle Last

Spouse/Domestic Partner _____
First Middle Last

Permanent Address _____

Street _____

City _____
State Zip

Date of Birth (Self) _____ (Spouse/Domestic Partner) _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

Soc. Sec. # (Self) _____ (Spouse/Domestic Partner) _____

Email _____

Birth Certificate Location _____ Copy Location _____

Date of Marriage/Domestic Partner Registration _____

Place of Marriage/Domestic Partner Registration _____

If divorced or separated:
Include names and dates of previous marriages, whether the marriage ended by divorce or legal separation, and the location of pertinent legal papers and documents.

If spouse/domestic partner is deceased, details:

Name: _____
Date of Marriage Date of Death

Location of will/codicils: _____

Location of trust/amendments to trust: _____

Location of federal estate tax return: _____

Location of gift tax returns: _____

There is is not a prenuptial agreement.

Location of prenuptial agreement _____

U.S. Citizen? Yes No

If not a U.S. citizen by birth, indicate date and place of naturalization.

Naturalization Date _____ Place _____

Naturalization Papers Located _____

Spouse/Partner: U.S. Citizen? Yes No

If not a U.S. citizen by birth, indicate date and place of naturalization.

Naturalization Date _____ Place _____

Naturalization Papers Located _____

Other Citizenship _____

NEAREST RELATIVES OR FRIENDS

(E.g. parents, children, grandchildren, siblings, nieces and/or nephews, friends)

Name	Relationship	Date of Birth	Address

SAFE DEPOSIT BOXES

Box Location	Box #	Location of Keys	Names of Others with Authorized Access

I am currently I expect to be the beneficiary of a bequest.

Testator's name _____ Approximate value \$ _____

Total approximate value of estate \$ _____

I am currently I expect to be the beneficiary of other income or assets.

Source's name _____ Approximate value \$ _____

PROPERTY

PERSONAL PROPERTY

Include personal effects, automobile(s), jewelry, household effects, furniture, artifacts, etc.

Item	Location	Approximate Value If Sold Today
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

CASH (CHECKING, SAVINGS, AND MONEY MARKET)

Bank and Address	Title*	Account #	Amount

*Husband, wife, jointly (Indicate other joint tenant if not spouse)

CERTIFICATES OF DEPOSIT

Bank and Address	Certificate #	Maturity Date	Title*	Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$

STOCKS, BONDS, MUTUAL FUNDS HELD IN BROKERAGE ACCOUNTS

				\$
				\$
				\$
				\$
				\$
				\$

**Husband, wife, jointly (Indicate other joint tenant if not spouse)*

SECURITIES NOT HELD IN A BROKERAGE ACCOUNT

Type of Security	Title*	Serial #	Date of Purchase	Amount
				\$
				\$
				\$
				\$
				\$
				\$

**Husband, wife, jointly (Indicate other joint tenant if not spouse)*

LOCATION OF ANY STOCK CERTIFICATES, BONDS, OPTIONS, ETC., THAT ARE NOT HELD IN BROKERAGE ACCOUNTS

MONEY INVESTED IN MORTGAGES, PERSONAL LOANS, TRUST DEEDS (MONEY OWED TO YOU)

With Whom & Address	Cost When Acquired	Title#	Current Value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

**Husband, wife, jointly (Indicate other joint tenant if not spouse)*

REAL ESTATE OWNED

Type of Property & Location	Cost When Acquired	Title*	Current Value	Debt/Lender
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

**Husband, wife, jointly (Indicate other joint tenant if not spouse)*

DIGITAL ASSETS

List of devices

Please list all digital devices, e.g. laptop, tablet, mobile phone.

Digital Asset (Bank, Brokerage Account, Gmail, Facebook, etc.)	Log-in information	Executor	Should the account be closed or maintained?
	Username: PW:		
	Username: PW:		
	Username: PW:		
	Username: PW:		
	Username: PW:		
	Username: PW:		
	Username: PW:		
	Username: PW:		
	Username: PW:		
	Username: PW:		

**Husband, wife, jointly (Indicate other joint tenant if not spouse)*

OTHER ASSETS

Type of Property	Title*	Cost Basis	Date of Investment	Current Value
				\$
				\$
				\$
				\$
				\$
				\$

**Husband, wife, jointly (Indicate other joint tenant if not spouse)*

INSURANCE

LIFE INSURANCE YOU OWN (ON YOUR OWN LIFE)

Company	Type of Policy & Policy Number	Beneficiary	Amount
			\$
			\$
			\$
			\$
			\$
			\$

COMPANIES OR ORGANIZATIONS THAT OWN INSURANCE POLICIES ON YOUR LIFE

Company	Type of Policy & Policy Number	Beneficiary	Amount
			\$
			\$
			\$

INSURANCE OWNED BY YOU ON THE LIVES OF OTHERS

Company	Type of Policy & Policy Number	Insured	Beneficiary	Amount
				\$
				\$
				\$
				\$

LOCATION OF LIFE INSURANCE POLICIES

OTHER INSURANCE

Company	Type of Policy & Policy Number	Policy #	Coverage
			\$
			\$
			\$

INDIVIDUAL RETIREMENT ACCOUNTS, PENSIONS, RETIREMENT OR DEATH BENEFIT PLANS

Fund Name & Company	Account #	Beneficiary	Telephone	Amount
				\$
				\$
				\$
				\$
			Total	\$

LOCATION OF ANY EMPLOYMENT CONTRACTS OR BUSINESS AGREEMENTS RELATING TO INTERESTS IN CORPORATIONS, PARTNERSHIPS, SOLE PROPRIETORSHIPS, ETC.

WHAT YOU OWE

LOANS

To Whom Debt Or Mortgage Is Owed	Address	Payment Date	Current Amount Owed
			\$
			\$
			\$
Total Approximate Indebtedness			\$

TRUSTS

Location of any trusts and any amendments to trusts that you have created, or under which you are a beneficiary, and names of trustees.

Name of Trustee(s) _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

TAX RECORDS

Location of tax records

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

KEY CONTACTS

EXECUTOR

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

ALTERNATE EXECUTOR

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

GUARDIAN FOR YOUR CHILDREN

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

ALTERNATE GUARDIAN FOR YOUR CHILDREN

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

TRUSTEE FOR CHILDREN'S INTEREST

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

YOUR ACCOUNTANT

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

YOUR ATTORNEY

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

YOUR FINANCIAL PLANNER

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

RELIGIOUS INSTITUTION

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

SPIRITUAL LEADER

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

OTHEY KEY CONTACTS

(E.g. doctor, business partner)

Relationship _____

Name _____

Address _____

Telephone (Preferred) _____ (Secondary) _____

Email _____

CHARITABLE PLANNED GIVING PARTNER:

Jewish Community Foundation of Los Angeles
6505 Wilshire Blvd., 12th Floor
Los Angeles, CA 90048
323-761-8704

PLAN YOUR ESTATE DISTRIBUTION

You do not need to describe every item of your personal or real property in your will. However, if there is some specific asset that you want to go to a certain individual in your living will or trust, list it below. You may include individuals, other than nearest relatives, whom you wish to include in your estate planning. Also, if you wish to leave a specific sum of money to a person or charity, state the amount and the name.

Person	Address	Relationship	Item, Property, or Sum of Money	Locations of Asset

CHARITIES

Charity Name	Address	Telephone	Amount
			\$
			\$
			\$
			\$
			\$
			\$

After the specific bequests (if any), the simplest way to divide the residue of your estate is by percentages. Name the person or charity you wish to remember, and then state what percentage of the total remaining amount of your estate each is to receive.

_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

MODEL FORMS OF BEQUESTS *FROM WILLS*

A. Outright bequest

I give (cash of \$_____) or (specified property) to the Jewish Community Foundation of Los Angeles (The Foundation), located at 6505 Wilshire Boulevard, Suite 1200, Los Angeles, CA 90048. The Foundation's EIN is 95-6111928.

B. Gift to The Foundation's Unrestricted Endowment Fund

I give (cash of \$_____) or (specified property) to the Jewish Community Foundation of Los Angeles (The Foundation) to be held and administered as part of The Foundation's Unrestricted Endowment Fund with distributions to be made as part of The Foundation's annual grants process. Distributions shall be made annually based on a spending rate in accordance with The Foundation's policy and guidelines.

C. Gift to a Field of Interest Fund*

I give (cash of \$_____) or (specified property) to the Jewish Community Foundation of Los Angeles (The Foundation) to be held and administered by The Foundation as the _____ Endowment Fund. Distributions shall be made annually based on a spending rate in accordance with The Foundation's policy and guidelines. Distributions shall be for the following charitable purpose(s):

Example: Aid for Jewish Children

Example: Aid for Jewish Elderly

The Board of Trustees of The Foundation may alter the foregoing field of interest designations in the event that either or both of them shall, by reason of changed conditions, become impossible to fulfill, impracticable or undesirable as determined by The Foundation's Board of Trustees.

D. Gift to The Foundation's Restricted Endowment Fund

I give (cash of \$_____) or (specified property) to the Jewish Community Foundation of Los Angeles (The Foundation) to be held and administered by The Foundation as a restricted fund for the benefit of _____ (specified organization i.e. the United Jewish Fund of the Jewish Federation Council of Greater Los Angeles). The Board of Trustees of The Foundation may alter the foregoing field of interest designation in the event that it becomes impossible to fulfill, impracticable or undesirable as determined by The Foundation's Board of Trustees.

****This form is for illustration purposes. The Foundation would be pleased to discuss how Field of Interest or Restricted Funds may be tailored to meet the unique needs of a particular donor.***

MODEL FORMS OF BEQUESTS FROM *LIVING TRUSTS*

A. Outright bequest

Upon the death of _____ [the Trustor(s)], [cash the sum of \$ _____] or [describe gift:][_____] shall be distributed to the Jewish Community Foundation of Los Angeles (The Foundation), located at 6505 Wilshire Boulevard, Suite 1200, Los Angeles, CA 90048. The Foundation's EIN is 95-6111928.

B. Gift to The Foundation's Unrestricted Endowment Fund

I give (cash of \$ _____) or (specified property) to the Jewish Community Foundation of Los Angeles (The Foundation) to be held and administered as part of The Foundation's Unrestricted Endowment Fund with distributions to be made as part of The Foundation's annual grants process. Distributions shall be made annually based on a spending rate in accordance with The Foundation's policy and guidelines.

Upon the death of _____ (the Trustor(s)) (cash the sum of \$ _____) or (describe gift:) (_____) shall be distributed to the Jewish Community Foundation of Los Angeles (The Foundation) to be held and administered as part of The Foundation's Unrestricted Endowment Fund with distributions to be made as part of The Foundation's annual grants process. Distributions shall be made annually based on a spending rate in accordance with The Foundation's policy and guidelines.

C. Gift to a Field of Interest Fund*

Upon the death of _____ (the Trustor(s)) (cash the sum of \$ _____) or (describe gift:) (_____) shall be distributed to the Jewish Community Foundation of Los Angeles (The Foundation) to be held and administered by The Foundation as the _____ Endowment Fund. Distributions shall be made annually based on a spending rate in accordance with The Foundation's policy and guidelines. Distributions shall be for the following charitable purpose(s):

Example: Aid for Jewish Children

Example: Aid for Jewish Elderly

Subject to the right of the Board of Trustees of The Foundation to alter the foregoing designations in the event that either or both of them shall, by reason of changed conditions, become impossible of fulfillment, impracticable or undesirable as determined by The Foundation Board of Trustees.

D. Gift to The Foundation's Restricted Endowment Fund

Upon the death of _____ (the Trustor(s)) (cash the sum of \$ _____) or (describe gift:) (_____) shall be distributed to the Jewish Community Foundation of Los Angeles (The Foundation) to be held and administered by The Foundation as a restricted fund for the benefit of _____ (specified organization i.e. the United Jewish Fund of the Jewish Federation Council of Greater Los Angeles). The Board of Trustees of The Foundation may alter the foregoing field of interest designation in the event that it becomes impossible to fulfill, impracticable or undesirable as determined by The Foundation Board of Trustees.

**This form is for illustration purposes. The Foundation would be pleased to discuss how Field of Interest or Restricted Funds may be tailored to meet the unique needs of a particular donor.*

ARRANGEMENTS

LOCATION OF LIVING WILL, DURABLE POWER OF ATTORNEY FOR HEALTH, MEDICAL DIRECTIVES ORDER OR OTHER POWERS OF ATTORNEY

- INCLUDE HIPPA FORMS

MY PREFERRED FUNERAL AND BURIAL INSTRUCTIONS:

- INCLUDE CONTACT INFO

LETTER OF LAST INSTRUCTIONS

You may wish to write a letter of last instructions to your surviving spouse or other persons. This letter is not legally binding, as a will is meant to be, but it can be of great help. It allows you to communicate, informally and personally, helpful information or specific instructions, such as:

- Location of your will, safety deposit boxes, important papers, records, accounts, and passwords
- Names and addresses of persons to help surviving spouse
- Names, addresses, and telephone numbers of individuals you wish to be notified of your death
- Funeral and burial instructions

FURTHER READING

1. [How to include your digital assets in your estate plan](#), MarketWatch, August 17, 2016
2. [Four Lessons Learned from Prince's Estate \(So Far\)](#), MSK Client Alert, May 2, 2016
3. Solomon, Jeffrey; Bronfman, Charles. *The Art of Giving: Where the Soul Meets a Business Plan*, Jossey Bass, 2009.
4. Arrillaga-Andreessen, Laura. *Giving 2.0: Transform Your Giving and Our World*. Jossey-Bass, 2011.
5. Brest, Paul; Harvey, Hal. *Money Well Spent: A Strategic Plan for Smart Philanthropy*. Bloomberg Press, 2008.
6. Collier, Charles W. *Wealth in Families*. Harvard, 2006.
7. Damen, Margaret May. *Women, Wealth and Giving: The Virtuous Legacy of the Boom Generation*. John Wiley & Sons, Inc., 2010.
8. Gallo, Eileen; Gallo, Jon; Gallo, Kevin. *Silver Spoon Kids: How Successful Parents Raise Responsible Children*. McGraw-Hill, 2011.
9. Morino, Mario. *Leap of Reason: Managing to Outcomes in an Era of Scarcity*. Venture Philanthropy Partners, 2011.
10. Shaw-Hardy, Sondra; Taylor, Martha; Beaudoin-Schwartz, Buffy. *Women and Philanthropy: Boldly Shaping a Better World*. Jossey-Bass, 2010.
11. Tierney, Thomas J.; Fleishman, Joel L. *Give Smart: Philanthropy that Gets Results*. Public Affairs, 2011.
12. Williams, Roy; Preisser, Vic. *Philanthropy, Heirs & Values: How Successful Families Are Using Philanthropy to Prepare Their Heirs For Post-transition Responsibilities*. Robert Reed Publishers, 2010.
13. Willis, Thayer Cheatham. *Navigating the Dark Side of Wealth: A Life Guide for Inheritors*. New Concord Press, 2003.
14. Zunz, Olivier. *Philanthropy in America: A History*. Princeton University Press, 2012.

NOTES