

Estate-planning Organizer

This organizer is designed to help your team of estate-planning professionals and your survivors capture and understand important information relevant to the estate-planning process. This form may be referenced for years to come, so please answer as thoroughly as possible.

Personal Information

Today's date:

Your full name:

D.O.B.

SS#

Marital status:

☐ Married

☐ Single

☐ Widowed

☐ Divorced

☐ Separated or about to divorce

Employment status:

☐ Full time

☐ Part time

☐ Self-employed

☐ Retired

☐ Homemaker

☐ Unemployed

Employer name:

Occupation or Title:

Work phone:

Are you a U.S. citizen?

☐ Yes

☐ No

Your home address:

Your mailing address:

Your home phone:

Spouse's full name:

D.O.B.

SS#

Maiden name (if applicable):

Employment status:

☐ Full time

☐ Part time

☐ Self-employed

☐ Retired

☐ Homemaker

☐ Unemployed

Employer name:

Occupation or Title:

Work phone:

Is he/she a U.S. citizen?

☐ Yes

☐ No

Personal Information (Cont'd)

	You	Your Spouse
How many living children do you have? (Please list.)	Name: D.O.B.	Name: D.O.B.
	Name: D.O.B.	Name: D.O.B.
	Name: D.O.B.	Name: D.O.B.
	Name: D.O.B.	Name: D.O.B.
Are all your children legally yours (naturally or legally adopted)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many stepchildren do you have?		
Do you have a safe-deposit box?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Name of institution:		
Address:		
Titled in whose name?		
Location of key:		
2. Name of institution:		
Address:		
Titled in whose name?		
Location of key:		
State of primary residence		
Which state issued your driver's license?		
In which state is your car registered?		
In which state(s) do you own real estate?		
Vacation home address		
Do you pay state income tax?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
In which state?		
In which state do you plan to retire/live permanently?		
Have you ever lived in a community property state or territory? (AZ, CA, ID, LA, NV, NM, TX, WA, WI or PR)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a prenuptial or postnuptial agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a divorce decree affecting your pension or other property rights?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:		

Professional Team Information

Accountant/Tax Professional

Full name:

Firm name:

Phone:

Address:

City:

State/ZIP:

Email address:

Estate-planning Attorney

Full name:

Firm name:

Phone:

Address:

City:

State/ZIP:

Email address:

Financial Advisor(s)

Full name:

Firm name:

Phone:

Address:

City:

State/ZIP:

Email address:

Financial Advisor(s)

Full name:

Firm name:

Phone:

Address:

City:

State/ZIP:

Email address:

Estate-planning Information

	You	Your Spouse
Do you have a will?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of last review:		
Location of document:		
In which state was your will written?		
Name of executor/personal representative:	Phone:	Phone:
Do you have a trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Living <input type="checkbox"/> Testamentary	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Living <input type="checkbox"/> Testamentary
Date of last review:		
Location of document:		
Name of trustee:		
Name of first successor trustee:	Phone:	Phone:
Name of second successor trustee:	Phone:	Phone:
Do you have a durable power of attorney?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of last review:		
Location of document:		
Name of POA agent:	Phone:	Phone:
Do you have a health care directive/living will?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of last review:		
Location of document:		
Name of POA agent:	Phone:	Phone:

Other Important Information

	Location of Your Documents	Location of Your Spouse's Documents
<input type="checkbox"/> Adoption papers		
<input type="checkbox"/> Birth certificate		
<input type="checkbox"/> Marriage license		
<input type="checkbox"/> Divorce decree		
<input type="checkbox"/> Custody agreement		
<input type="checkbox"/> Education credentials		
<input type="checkbox"/> Military papers		
<input type="checkbox"/> Death certificates		
Name of deceased:		
Name of deceased:		
<input type="checkbox"/> Citizenship documents		
<input type="checkbox"/> Passport		
<input type="checkbox"/> Real estate deeds/purchase agreements		

Financial Information

Do you own a home or any other real estate? (Indicate which is your primary residence/homestead.) ☐ Yes ☐ No

Description & property location	Titled in whose name?	Market value	Mortgage	Equity

Total net value \$

Do you have any rental property? ☐ Yes ☐ No

Monthly income: \$

Description & property location	Titled in whose name?	Market value	Mortgage	Equity

Total net value \$

Financial Information (Cont'd)Do you own any other titled property such as a car, boat, etc.? ☐ Yes ☐ No

Description & property location	Titled in whose name?	Market value	Equity

Total value \$

Do you lease any vehicles or property? ☐ Yes ☐ No

Description	Location	Lease expiration date

Do you have any checking accounts? ☐ Yes ☐ No

Name of financial institution & account number	Titled in whose name?	Approx. balance

Total value \$

Do you have any interest-bearing accounts (savings, money market) and/or CDs? ☐ Yes ☐ No

Name of bank & account number	Titled in whose name?	Approx. balance

Total net value \$

Do you own any stocks, bonds or mutual funds (including company stock) outside of a brokerage account? ☐ Yes ☐ No

No. of shares	Name of security	Titled in whose name?	Purchase price	Current value	Paper certificate?

Do you own a retirement plan? [IRA, 401(k), pension, etc.] ☐ Yes ☐ No

Name of financial institution & account number	Titled in whose name?	Primary beneficiary	Contingent beneficiary	Approx. value

Financial Information (Cont'd)

Do you have any insurance policies? ☐ Yes ☐ No

Name of company:		Type of policy:		
Insured:		Policy owner:		
1st beneficiary:		2nd beneficiary:		
Death benefit:	Surrender value \$	Benefit period:	Premium \$	Cash value \$
Name of company:		Type of policy:		
Insured:		Policy owner:		
1st beneficiary:		2nd beneficiary:		
Death benefit:	Surrender value \$	Benefit period:	Premium \$	Cash value \$
Name of company:		Type of policy:		
Insured:		Policy owner:		
1st beneficiary:		2nd beneficiary:		
Death benefit:	Surrender value \$	Benefit period:	Premium \$	Cash value \$

Do you have any annuities? ☐ Yes ☐ No

Type (variable, fixed, etc.):			
Company name:			
Annuitant:		Annuity owner:	
Primary beneficiary:		Contingent beneficiary:	
Surrender value \$	Additional premium: \$	Cash value \$	Total value \$
Type (variable, fixed, etc.):			
Company name:			
Annuitant:		Annuity owner:	
Primary beneficiary:		Contingent beneficiary:	
Surrender value \$	Additional premium: \$	Cash value \$	Total value \$
Type (variable, fixed, etc.):			
Company name:			
Annuitant:		Annuity owner:	
Primary beneficiary:		Contingent beneficiary:	
Surrender value \$	Additional premium: \$	Cash value \$	Total value \$

Financial Information (Cont'd)

Business Interests

Name & type of business:

Ownership structure:

Estimated value \$

% of ownership:

Name & type of business:

Ownership structure:

Estimated value \$

% of ownership:

Name & type of business:

Ownership structure:

Estimated value \$

% of ownership:

Does anyone owe you money? ☐ Yes ☐ No

Description:

Approx. value \$

Description:

Approx. value \$

Are you expecting to receive property or money from someone? ☐ Yes ☐ No

Description:

Source (gift, inheritance, etc.)

Reason:

Approx. value \$

Description:

Source (gift, inheritance, etc.)

Reason:

Approx. value \$

Are you the beneficiary or trustee of a trust created by someone else? ☐ Yes ☐ No

Type of trust:

Name of current trustee:

Name of successor trustee:

Where are assets held?

Address:

Do you have any special items of value, such as coin collections, antiques, jewelry, etc.? ☐ Yes ☐ No

Description:

Approx. value \$

Description:

Approx. value \$

Description:

Approx. value \$

Total net value \$

Do you have any credit cards? ☐ Yes ☐ No

Name:

Amount owed \$

Name:

Amount owed \$

Name:

Amount owed \$

Name:

Amount owed \$

Estate-planning Goals

Special Gifts to Organizations

Do you want to make a gift (cash or item) to an organization?

(charity, foundation, religious/fraternal organization, etc.) ☐ Yes ☐ No

Name of organization	Description of gift	Alternate beneficiary

Special Gifts to Individuals

Do you want to give any items or cash to a specific individual?

(wedding ring to your daughter, coin collection to nephew, etc.) ☐ Yes ☐ No

Name	Description of gift	Alternate beneficiary

How do you want your heirs to receive their inheritance? ☐ Lump sum ☐ In installments ☐ At a certain age

If a child dies, do you want ☐ that child's share to go to that child's children (your grandchildren), or
☐ that child's share to be divided among your other living children?

	You	Your Spouse
Do you want to ensure that your children from a previous marriage receive a share of your estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Special Instructions for Incompetency

Keeping/Selling Assets

If necessary to pay for your care, do you want certain assets sold first? ☐ Yes ☐ No

Which assets?

Any other special instructions for management of your assets during your life?

Medical Care

Do you prefer a certain hospital/nursing home? ☐ Yes ☐ No

Address/identifier:

Do you want to avoid a certain hospital/nursing home? ☐ Yes ☐ No

Address/identifier:

Estate-planning Goals (Cont'd)

Funeral and Burial Information

If you have a cemetery lot, where is it located?

Plot #:

Name of cemetery:

Phone:

How many open plots?

Person to conduct service: Name:

Address:

Phone:

Second choice, if first unavailable: Name:

Address:

Phone:

Prepaid funeral plan? ☐ Yes ☐ No

Number:

If yes, name of funeral home or mortuary:

Address:

Phone:

If no, list name of desired funeral home or mortuary:

Address:

Phone:

Services to be held at:

Funeral home or mortuary: Name:

Address:

Phone:

Church, synagogue or mosque: Name:

Address:

Phone:

Type of service: ☐ Family only ☐ Include friends ☐ Open to public

Final resting place: ☐ Cemetery Lot ☐ Mausoleum crypt ☐ Columbarium

Already purchased? ☐ Yes ☐ No

If yes, where?

If no, please indicate your preference: Name:

Address:

Phone:

Music: ☐ Organist name:

Phone:

☐ Vocalist name:

Phone:

Disposition of body: ☐ Burial ☐ Cremation

If burial, casket viewing: ☐ Open ☐ Closed

If cremation is preferred, do you want your remains scattered? ☐ Yes ☐ No

If yes, where?

Do you want to donate your organs or body? ☐ Organs ☐ Body

If yes, to which institution or hospital? Name:

Address:

Phone:

Estate-planning Goals (Cont'd)

Instead of flowers, please make donations to the following organization(s):

Other special requests, such as type of casket, readings, specific clothing:

During Lifetime

What changes in your life or goals have occurred that might impact your plan? (marriage, divorce, birth of child, etc.)

Do you have any dependents (children or parents) who will need to be taken care of should something happen to you?
☐ Yes ☐ No

If yes, please explain:

Do you have beneficiaries with unique circumstances? (special needs, spendthrifts, etc.) ☐ Yes ☐ No

If yes, please explain:

When was the last time you reviewed the beneficiaries on your accounts?

Estate-planning Goals (Cont'd)

After Death

What concerns do you have about passing assets to heirs?

What special instructions or restrictions do you have for the management and use of these assets?

Who is best suited to step in and care for your children should something happen to you?

Who is best suited to step in and administer your estate should something happen to you?

Will this person or institution have the time, knowledge and experience to manage your financial affairs properly? ☐ Yes ☐ No

Will this choice cause any conflicts or strains within your family? ☐ Yes ☐ No

If yes, please explain:

Edward Jones, its employees and financial advisors are not estate planners and cannot provide tax or legal advice. You should consult your estate-planning attorney or qualified tax advisor regarding your situation.



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Steps to Take When a Loved One Passes Away

We understand coping with the loss of a loved one can be difficult as you complete necessary tasks and make important decisions during this time. Because each situation is unique, we recommend you consult an estate-planning attorney and a qualified tax professional for specific assistance in processing an estate.

Where to Start?

☐ **Notify close family members and friends.**

Remember to follow up with them about final arrangements.

☐ **Make appointments to arrange the funeral, burial or cremation, and the memorial service.**

At these meetings, you'll also want to discuss your loved one's prearrangements and last requests.

☐ **Place an obituary in the local newspaper.**

The funeral director can help you with this. Try not to include too many personal details in the obituary to help prevent identity theft.

☐ **Notify your loved one's employer(s).**

Notify the personnel department of your loved one's current employer(s) to collect any salary, vacation or sick pay owed. You may want to inquire about continuing health insurance coverage and potential survivors' benefits for a spouse or children. If the death was work-related, you can potentially file a claim for workers' compensation benefits through your loved one's employer and/or trade union.

☐ **Contact your own employer and arrange for bereavement leave.**

☐ **Contact the schools of your loved one's children, if applicable.**

☐ **Notify the appropriate parties if your loved one was a member of any professional organizations, charitable organizations or labor unions.**

☐ **Obtain certified copies of the death certificate.**

The funeral home, mortuary or medical examiner's office that is assisting with your loved one's final arrangements also can help you obtain a certified copy of your loved one's death certificate. Depending on the state, it will cost \$10 to \$25 for each certified copy. Usually, financial institutions (e.g., banks and brokerage firms) and insurance companies require a certified death certificate for you to claim funds associated with your loved one. Therefore, you should consider ordering multiple copies if you are responsible for wrapping up financial affairs for your loved one.

☐ **File the will with the appropriate probate court.**

If your loved one left a will, then you may be required to file it at the probate court in the county where your loved one resided. Filing the will does not automatically open a probate estate. You should contact an estate-planning attorney to determine whether it is necessary to open a probate estate.

☐ **Contact your loved one's financial advisor.**

A financial advisor can help determine what investments your loved one owned and help assess the value of those assets on the date of death. He or she also can help retitle assets into the name of a beneficiary or an heir. assess the value of those assets on the date of death. He or she also can help retitle assets into the name of a beneficiary or an heir.

❑ Locate important legal documents.

You may need documents such as marriage certificates, children's birth or adoption certificates, and military discharge papers to retitle your loved one's assets or to apply for benefits for a surviving spouse or children. (See the "Important Documents You May Need" section for further information.) Your loved one may have left copies of these documents in a safe-deposit box or with his or her estate-planning attorney.

If you are opening your loved one's safe-deposit box, you may want to consider having a witness present to help you record the contents of the box. If no one is authorized to open the safe-deposit box, find out if bank personnel can open it to look for a will. (Some state statutes allow banks to open a safe-deposit box for this purpose.) Otherwise, you may need to petition the court for an order to open it.

If you need to obtain copies of your loved one's marriage and birth certificates, you should contact the office of vital statistics in the county where the marriage or birth occurred. You should contact the National Personnel Records Center to obtain duplicate copies of military discharge documents.

❑ Contact your loved one's estate-planning attorney.

Your loved one's estate-planning attorney should be able to provide you or the nominated estate fiduciary with copies of your loved one's most recent estate-planning documents and assist you with the probate process. Although your loved one's attorney may have some personal knowledge about your loved one's estate, you are free to work with the attorney of your choice to assist you with wrapping up your loved one's affairs.

❑ Report the death to the Social Security Administration.

If your loved one received benefits, contact your local Social Security Administration office to find out whether any payments must be returned. Additionally, a surviving spouse may be eligible for

a lump-sum death benefit and/or survivor's benefit. For additional information, contact your local Social Security Administration office, visit www.ssa.gov, or call 1-800-772-1213 (TTY 1-800-325-0778).

❑ Locate insurance policies.

Contact insurance companies where your loved one owned policies to determine their particular claims processes. You should consult your legal or tax advisor to determine whether funds may be needed to pay final expenses or taxes. In the case of annuities, the beneficiary(ies) should consult with a legal and/or tax advisor to determine which payout option is appropriate.

❑ Notify credit card companies.

Cancel all cards in the sole name of your loved one. Review credit card statements monthly to ensure no unauthorized transactions have occurred and fees are reimbursed when appropriate.

❑ Notify the credit bureaus.

To help reduce the risk of identity theft, report your loved one's death to all three credit reporting agencies: Experian, Equifax and TransUnion. They can flag the accounts as "deceased" to create a permanent credit freeze.

❑ Contact past employers regarding pension plans, and contact Individual Retirement Account (IRA) custodians or trustees.

Your loved one's financial advisor, estate-planning attorney and qualified tax professional can help transfer ownership of retirement account assets to designated beneficiaries.

❑ Notify your loved one's financial institution(s) to retitle or distribute the account(s) and cancel any online banking service(s).

❑ Review your loved one's email service provider policy.

Some service providers may allow you access to the email account. If they do, be sure to monitor it for account statements or other information you may need to address.

☐ **Retitle jointly held assets, such as bank accounts, vehicles, stocks, bonds and real estate.**

☐ **Cancel your loved one's passport and driver's license.**

☐ **Notify utility companies.**

☐ **Contact your loved one's mortgage company.**

You may need to contact the financial institution that holds the mortgage for your loved one's real estate to ensure that mortgage and homeowner's insurance are paid while the estate is being settled.

☐ **Close your loved one's social media accounts.**

Social media sites have different policies around closing the account of a loved one. In some cases, you may be able to turn your loved one's page into a memorial.

In other cases, your loved one may have appointed a successor administrator for their social media account, if it's allowed by the specific social media site. Alternatively, if your loved one named a digital executor through their will, there may be additional actions available based on the social media sites' specific policies.

Additional Items to Discuss with an Estate-planning Attorney

Coordinate all of the following with the estate-planning attorney.

☐ **Notify your loved one's creditors by mail or by placing a notice in the local newspaper.**

Creditors must make their claims to the probate court within the statute of limitations, which varies from state to state (30 days from actual notice or one year from the date of death if no actual notice is common). You should consider insisting on proof for all claims. The attorney helping with the probate estate can provide further guidance.

☐ **File a federal estate tax return within nine months of death.**

State laws vary, but you may need to file state estate tax and/or inheritance tax returns. In addition, federal and state income taxes

are due for the year of death on the normal filing date. If you need assistance, please consult a qualified tax professional.

☐ **Open a probate estate with the appropriate court, if necessary.**

Discuss with your loved one's estate-planning attorney whether you need to open a probate estate for your loved one in his or her county of residence. Also, discuss whether you need to open an ancillary probate estate for any property owned by your loved one in a state other than his or her state of residence.

Important Documents You May Need

You may need the following documents when settling a loved one's estate.

- Birth Certificate
- Marriage Certificate, Divorce Papers or Prenuptial Agreement
- Military Records
- Adoption Papers for Minor Children
- Trust Documents
- Bank Account Records
- Mortgages and Deeds
- Partnership, Operating and Shareholder Agreements
- Leases
- Most Recent and Prior Year-end Brokerage/Investment Statements
- Stock or Bond Certificates
- Insurance Policies
- Most Recent Statements for Employer-sponsored Retirement Plans or IRAs
- Loan Documents
- Income Tax Returns for the Past Three Years*
- Prior Gift Tax Returns (Form 709)*
- Most Recent Credit Card Statements
- Records Relating to the Value of Tangible Assets
- Title to a Burial Plot
- Titles to Automobiles/Other Personal Property

*Please consult a qualified tax professional regarding the length of time you should retain your loved one's tax records.

Additional Steps for the Executor

The following steps may help you settle your loved one's estate.

☐ Obtain certified letters of appointment or court order.

Probate is the court process that facilitates the re-registration of a deceased person's property to his/her beneficiaries or heirs. If the estate goes through the probate process, the probate court will issue a court order or letters of appointment specifying who is authorized to act on behalf of the estate and/or who is entitled to the deceased person's property. If all of the deceased person's property passes by non-probate transfer (such as joint property with rights of survivorship, or if there are named beneficiaries), then it may not be necessary to open a probate estate. You should consult an attorney to determine what is appropriate for your situation.

☐ Identify and determine the value of loved one's assets as of the date of death.

If a federal or state estate tax return is required, you may need to determine the value of all of the property that the decedent owned at the time of his/her death, regardless of whether that property is going through probate.

☐ File any applicable income and estate tax returns, and pay any applicable tax liability.*

This may include filing the state and federal estate tax return (Form 706), the final income tax return for your loved one (Form 1040), income tax returns for the estate while it remains open (Form 1041), and any other applicable tax returns.

☐ Distribute the estate's assets to the beneficiaries in accordance with your loved one's will or orders from the probate court.

☐ Update your own estate if your loved one was a beneficiary or appointed as an agent, a trustee or a guardian.

☐ Update your beneficiary designations where the decedent was a named beneficiary.

☐ Re-evaluate your short- and long-term finances.

☐ Re-evaluate your investment needs.

As changes occur in your life and in the markets, your investments may not always be in alignment with your long-term financial goals.

☐ Re-evaluate your insurance needs.

Review your current insurance policies and needs to determine if there are any gaps in coverage.

☐ Consider consolidating inherited IRAs, if possible.

However, keep in mind that you will still need to take required minimum distributions from the IRAs

Get the Help You Deserve.

Contact a local Edward Jones financial advisor today to learn how our estate services can help you retitle your loved one's assets. We're committed to making the estate settlement process as efficient as possible for you, your attorney and your tax professional.

*Please consult a qualified tax professional regarding whether filing any income, estate or inheritance tax returns is required.



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