



# Estate Planner

---

*Confidential*

## **ESTATE INVENTORY**

for preparing your estate plan  
with a will or a trust.

**Christian Aid Ministries Foundation**  
P.O. BOX 290, BERLIN, OH 44610 | P 330.893.4915 | F 330.893.2305

*Please call us if you have any questions while filling out this form!*

Completed by \_\_\_\_\_ Date \_\_\_\_\_

### Guidelines for completing this section listing the **People** included in your estate

This section contains information about the people named in your estate plan, including family members, other individuals and charitable organizations to whom you wish to distribute property through your estate. As you consider who these people are, the following guidelines may be helpful.

#### Here are three reasons why people leave money or other property to others through their estate:

**Dependency.** You should consider who is dependent upon you for financial support, such as your spouse, minor children, or aged parents. Dependents who would be deprived of financial support at your death take first priority, according to state law as well as in Scripture. *But if any provides not for those of his own house, he has denied the faith and is worse than an infidel. I Tim 5:8.* This verse does not refer to enriching family members, nor does it necessarily apply to those who are no longer part of the household. Yet it strongly condemns a Christian who does not care for those who are dependent on him. Your church and other Christian ministries that you support are also dependent on you for financial support and should be considered in your estate plan.

**Love.** There are those for whom you wish to make provisions because of your love for them, though they may not be dependent on you. To give to those you love is scriptural, which is also a reason to list, in your estate plan, the charitable organizations you supported during your lifetime. As Jesus loved when He looked over Jerusalem and wept, we love the lost, dying and hurting world that Christian workers are laboring to minister too.

**Tradition.** Many people traditionally leave everything to their heirs without regard for how much money is enough for non-dependent children or how too many possessions may affect them spiritually. Neither Scripture nor state laws require that you divide your property equally among family members because of tradition. If your children do not qualify as dependents or if you cannot give to them out of love, you *may need to reconsider your understanding of God's plan of stewardship for your estate.*

As you list the people in your estate plan, give complete information for all individuals, such as children from a former marriage, deceased children, adopted children, foster children and any other relationships that apply to your situation, including their extent of dependency.

Your Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Occupation \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

I am (check one) ☐ Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated

Spouse's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_ Social Security No. \_\_\_\_\_

Citizenship (if other than U.S.A.) (Husband) \_\_\_\_\_ (Wife) \_\_\_\_\_

Any former marriages? (Husband) ☐ Yes ☐ No

(Wife) ☐ Yes ☐ No

**Children of this marriage:**

Name	Birthdate	Gender	Married	# Children	Ages of Children
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Children of prior marriage(s):**

			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Deceased children:**

			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Others to be considered:**

			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Do any of your children have permanent disabilities? If so, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Charitable Organizations you wish to include: Include name, address, and contact person (if any)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Guidelines for completing this section listing the **Property** included in your estate

As you are listing your property, it is important that you clearly convey to your planners how your property is deeded. The five basic types of property ownership are: (1) individual ownership, (2) tenants in common, (3) joint tenants with rights of survivorship, (4) tenants by the entirety and (5) community property. The wording for various types of ownership vary from state to state. Please call our office if you have any questions or concerns about how your property is deeded.

The success or failure of tax planning and the final distribution of your estate are often dependent on the coordination of property ownership with your will and trust(s), so use great care when determining how property is titled.

It is not necessary to have appraisals made on all of your property at this time. However, it is important that you furnish your professional an estimate of reasonable values. Be realistic; do not over-value, or be too conservative. Give special attention to collections, hobbies, and antiques, if any. If there is any question on valuation or ownership, provide your professional counsel with as much information as possible.

### Checking and Savings Accounts – Certificates – Money Market Funds

Type of Account	Maturity	Owner	Current Value
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
			Total \$ _____

### Real Estate

Type	Location (State)	Owner	Purchase Date	Cost Basis	Mortgage Balance	Market Value
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
				Total \$ _____	\$ _____	\$ _____

### Marketable Securities (Stocks, Bonds, Mutual Funds)

Name of Company	# Shares	Owner	Type	Original Cost	Current Value
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
				Total \$ _____	\$ _____

**Life Insurance (if any) (Individual, Group, Mortgage)**

Insured	Owner	Beneficiaries		Plan of Insurance	Death Benefit
		Primary	Contingent		
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
Total					\$ _____

**Retirement Plans/Employee Benefits**

Plan	Owner	Beneficiary	Value
Individual Retirement Account	_____	_____	\$ _____
Individual Retirement Account	_____	_____	\$ _____
KEOGH	_____	_____	\$ _____
Tax Deferred Annuity	_____	_____	\$ _____
Qualified Pension or Profit Sharing Plan	_____	_____	\$ _____
Split Dollar, Stock Option or Thrift Plans	_____	_____	\$ _____
Deferred Compensation Agreement	_____	_____	\$ _____
Total			\$ _____

**Miscellaneous Assets**

(also include in this section assets or items that your family values highly even if they don't have a high market value)

Type	Description	Owner	Value
Personal Effects/Autos	_____	_____	\$ _____
Antiques	_____	_____	\$ _____
Collections/Hobbies	_____	_____	\$ _____
Notes Receivable	_____	_____	\$ _____
Precious Metals/Gems	_____	_____	\$ _____
Oil and Gas Interests	_____	_____	\$ _____
Limited Partnership	_____	_____	\$ _____
Mortgages/Contracts	_____	_____	\$ _____
Other Assets	_____	_____	\$ _____
Other Assets	_____	_____	\$ _____
Other Assets	_____	_____	\$ _____
Total			\$ _____

**Liabilities**

	Owed on what Property	Amount
Current Bills	_____	\$ _____
Bank Loans	_____	\$ _____
Notes Payable	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total		\$ _____

## Business Interest

Name of Business \_\_\_\_\_

Name of Business \_\_\_\_\_ Value \$ \_\_\_\_\_

(Note: If farm, include value of machinery, livestock, grain in storage. List value of land under real estate.)

Net profit (Before owner's earning & taxes): 20\_\_\_\_ \$ \_\_\_\_\_

Projected future change: 20\_\_\_\_ \$ \_\_\_\_\_

Business Life Insurance (if any): Beneficiary \_\_\_\_\_ \$ \_\_\_\_\_

Are any Family Members Involved in Business? ☐ Yes ☐ No

Names \_\_\_\_\_

Form of Business ☐ Sole Proprietorship

☐ Partnership

☐ C Corporation

☐ LLC (Limited Liability Company)

☐ S Corporation

☐ Professional Corporation

Buy/Sell Agreement ☐ Yes ☐ No

(an agreement for the next generation to obtain the business)

Describe (or attach copy) \_\_\_\_\_

Owner/Key Employees	Age	% Owned or # Shares	Annual Inc. From Bus.	Included in Buy/Sell?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

At Death Business is to be: ☐ Continued by Heirs ☐ Liquidated  
☐ Sold to Surviving Owners ☐ Other \_\_\_\_\_  
☐ Sold to Key Employees \_\_\_\_\_

Describe any unique qualities of your business that you feel are pertinent to your estate design:

## Future Inheritances

Husband: from whom? \_\_\_\_\_ Age: \_\_\_\_\_ \$ \_\_\_\_\_

Wife: from whom? \_\_\_\_\_ Age: \_\_\_\_\_ \$ \_\_\_\_\_

## Federal Income Tax Information

For Year 20\_\_\_\_: Adjusted Gross Income \$ \_\_\_\_\_ Taxable Income \$ \_\_\_\_\_

Projected Change This Year: \$ \_\_\_\_\_ \$ \_\_\_\_\_

## **Guidelines for completing this section listing your Plans for your will**

As you complete this section, focus upon what you understand to be God's plan of stewardship for the distribution of your estate. Consider: If you and your spouse had passed away yesterday, how would you want your property distributed to your children and other people included in your estate plan? Mentally reduce the value of all your properties to cash and assume you are giving away that much money today. How much will you give to each of the individuals and organizations you have listed as the People of your estate plan?

The only valid estate plan is the one in effect when death occurs. However, we expect and plan to live a long life. Therefore you should also consider that some things will change as time goes by, and how this may change your estate plans in the future. For example, in time your dependents may no longer need your support, an inheritance you receive may change your estate value (and increase your taxes), the death of a beneficiary requires changes, your estate value increases, etc.

Your professional counsel needs complete information to design an estate plan which will carry out your goals and objectives, express how you understand God's plan of stewardship for your estate, and be sufficiently flexible to accommodate future changes in your estate.

If you have an estate plan and are reviewing or revising that plan, it is important that you provide copies of existing wills, codicils, durable powers of attorney, trusts, pre-nuptial agreements, community property agreements, etc. to your professional counsel. If any reportable gifts have been made, provide complete details on these gifts.

### **Existing Plans**

	<b>You</b>	<b>Your Spouse</b>
Do you have a will?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is your will up-to-date?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you formed a trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have durable powers of attorney been created...		
for property management?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
for health care decisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you made a Living Will? (Directive to Physicians)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you named a personal representative or trustee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you named guardians for your minor children?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you written a letter of instruction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you written a letter of spiritual exhortation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

(If you are revising an existing estate plan (will or trust), provide copies of all related documents to your attorney.)

### **Personal Goals and Objectives**

One of the most important aspects of estate planning is determining your goals and objectives. Without a clear picture of what is important to you, the process becomes nothing more than mathematics and tax planning without the spiritual aspect God desires. Remember that planning your estate is an important aspect of Biblical stewardship. Stewardship is the process of managing all the gifts, abilities, income, assets and relationships in your life for the glory of God and benefit of the kingdom of heaven. Take this time to pray and think through what God would have you do for those who are dependent upon you.

**At the first death** will all go to the surviving spouse?

☐ Yes ☐ No

If not, how do you want assets divided? \_\_\_\_\_

**At death of the surviving spouse**, how do you want your property divided?

■ When you think about leaving an inheritance to your children, what is the most important thing you want to do for them? \_\_\_\_\_

■ You may consider leaving either a specific dollar amount or a percentage of your total estate to your children, with the balance to charity. Please fill in the blank of only one of the five options. If you designate a gift to charity, this should be the total you wish to gift to charity. In the section below, you may name the ministries to whom you want to make a gift, and how much you want distributed to each ministry.

1. Divide equally among all children. ☐
2. Divide \_\_\_\_\_% equally among all children, then balance to charity as named below.
3. Divide \$\_\_\_\_\_ (dollar amount) to each child, then balance to charity, if any.
4. Gift \_\_\_\_\_% to charity, then divide balance equally among all children.
5. Gift \$\_\_\_\_\_ (dollar amount) to charity, then divide balance equally to children.

■ Will your children be better off with:

- ☐ a distribution at your death
- ☐ several distributions over a period of time
- ☐ an income stream for life?

■ Our gift to charity as designated above shall be distributed to the following:

Ministry _____	Amount _____	or % _____
Ministry _____	Amount _____	or % _____
Ministry _____	Amount _____	or % _____
Ministry _____	Amount _____	or % _____
Ministry _____	Amount _____	or % _____

■ **Bequest:** You may wish to make a non-cash gift of specific property to charity (describe):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■ You may wish to include non-family individuals in your estate plan (describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



### **The Choice Of A Personal Representative (Executor)**

The personal representative (or executor) will be responsible to carry out the terms of your will at the time of death. Following are some considerations as you choose this person:

**Availability.** Sometimes people wish to appoint a personal representative who is approximately their own age or lives some distance away, but it is important to select someone of an age and location that will likely be available when needed.

**Qualifications.** Select someone who is qualified for the job through financial experience, business management, and who has demonstrated relationship skills, etc.

**Interpersonal conflicts.** The distribution of household goods and personal effects, sale of the family home, and continuation of the family business or farm are all decisions which may be highly emotional and divisive. When the person appointed as personal representative is a family member or someone with a vested financial interest in the estate, these responsibilities may place him/her in a position of potential conflict with other family members. If you are hesitant to name a family member, perhaps you should appoint a third party whom you trust. In some cases a bank trust department might be a good choice to serve as personal representative. They are bonded, they are available, they never move away or die. They do not have vested financial interest in the estate and they have experience in the probate process and management of estate assets. If you want to maintain some personal involvement, a family member can serve with the bank representative with powers limited to certain management decisions.

Your family and other people of your life are too important to you to risk alienation through conflict from settling your estate. Choose your personal representative carefully. You should also name an alternate representative if you choose not to use a bank trust department.

**Personal Representative** \_\_\_\_\_

Address \_\_\_\_\_

**Alternate Representative** \_\_\_\_\_

Address \_\_\_\_\_

### **The Choice of Trustee (fill out only if you have a trust)**

If you have a trust, all that we have said concerning the choice of a personal representative can also be said about the choice of a trustee. The avoidance of interpersonal conflict, competence and availability all need to be taken into consideration.

Where a bank is chosen and you desire a family representative as well, co-trusteeship is possible. But it's interesting to note that where the beneficiaries are given the power to either change trustees or to veto the action of the trustee this is usually sufficient control to satisfy most estates.

**Trustee** \_\_\_\_\_

Address \_\_\_\_\_

**Alternate Trustee** \_\_\_\_\_

Address \_\_\_\_\_

### **The Choice To Hold Powers Of Attorney**

A Power of Attorney is a legal document that allows you to delegate to someone else the authority to manage your assets and look after your health care and well-being. It is important to grant power of attorney to someone you trust to act on your behalf should you become disabled.

Normally a husband and wife would do this for each other. However, in the event both of you were incapacitated at the same time, or one of you has passed away, in addition to your spouse, you should grant this authority to someone else whom you both trust. The person(s) you name does not have the ability to declare you incompetent. However, they do have specific authority to act on your behalf once disability has been determined. Your attorney will know the proper legal language to prepare powers of attorney in your state. Your role is to provide him with the persons you wish to name into these positions.

#### **Power Of Attorney for Property Management \_\_\_\_\_**

Address \_\_\_\_\_

#### **Alternate POA for Property Management \_\_\_\_\_**

Address \_\_\_\_\_

#### **Power Of Attorney for Health Care Decisions \_\_\_\_\_**

Address \_\_\_\_\_

#### **Alternate POA for Health Care Decisions \_\_\_\_\_**

Address \_\_\_\_\_

### **Living Will**

You also need a directive to physicians, more commonly known as a living will. A power-of-attorney for healthcare only gives someone else the authority to act on your behalf; it does not tell them what to decide concerning your healthcare. A living will is a statement declaring your wishes concerning the extent of life support measures that you do or do not wish to be taken in case of accident or terminal illness. Because of strict state law requirements for living wills, it is important to use proper legal language. You can locate an example of a Living Will through your local attorney or state website which may be helpful for you to review as you prayerfully consider what God's will for you is.

### **Choice of Guardian for Minor Children**

One of the most important reasons for a young family to have an estate plan is to name a guardian for minor children. It is impossible to replace parents but if death occurs, someone must fill that place. You should select someone that is capable and available. This person or family should have the same spiritual values and a lifestyle that is compatible to yours, who will care for your children in the kind of family surroundings that you desire. Otherwise, that person will be selected by the probate court. *This is one of the most important decisions you will make concerning your will.* Before you name anyone, discuss it with them, and get their consent. Your parents or the older siblings of the family may not be a good choice depending on the type of relationship they have. Grandparents may or may not be able to "raise" another family and older siblings may or may not be the best choice to become a "parent".

#### **Guardians of our children \_\_\_\_\_**

Address \_\_\_\_\_

#### **Alternate \_\_\_\_\_**

Address \_\_\_\_\_

It is possible that a trust may be created for the support of your minor children. Would your children be better off with: ☐ a distribution at age 18, ☐ a distribution at age 21, ☐ several distributions over a period of time, or ☐ a distribution at marriage? (select one box)

### **Letter of Instruction**

You should also include a letter of instruction to accompany your will. This letter is not a legal document but one that you write and express your wishes to your personal representative. This document will be helpful for your personal representative to know how you wish the estate to be settled. This letter should include information for distribution of personal items that are not included in the will, items that have sentimental value to your family, other special funeral arrangements, etc. This letter is yours to write and can even be handwritten on a piece of notebook paper if you so choose. As informal and helpful as this letter is, be diligent to keep it up-to-date as your estate changes.

### **Guidelines for completing this section listing the Planners who will draft your documents**

Estate planning is not a "do-it-yourself" project. It takes a team of competent professional planners with expertise in state laws and tax planning to draft and execute the proper documents.

Your legal counsel will be the key to your estate planning team. Other members of the team will be your accountant, investment adviser, and possibly a bank trust officer.

If you do not have competent legal counsel, another member of your estate planning team may be able to recommend someone. Most communities also have a lawyer referral service, which can refer you to two or three attorneys who are competent in the estate-planning field.

**Attorney** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**CPA** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Investment Advisor** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### **The Next Step**

Now that you have completed the *Confidential* Estate Inventory to your best ability, please forward it to Christian Aid Ministries Foundation, PO Box 290, Berlin, OH 44610. Please include your most recent financial statement, both business and personal, if you have one prepared. We will use the information to prepare your personalized estate design. If you have any questions about this Estate Inventory form, please contact Christian Aid Ministries Foundation, PO Box 290, Berlin, OH 44610, or call us at (330) 893-4915.