



WILL PLANNING BOOKLET

A Guide For Preparing Your Will
And For Presentation To Your Attorney

For Your Family...
...And Your Family of Faith.

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CHRISTIAN STEWARDSHIP AND ESTATE PLANNING

Stewardship is the efficient management of one's affairs. *Christian* stewardship is the efficient management of the affairs of one who belongs to Christ and His Church. A Christian is accountable for the use of all of life and its resources as a trust from God who is the creator and sustainer of everything.

The Church and the Scriptures affirm that it is a Christian responsibility for an individual to be productive in the order of creation to use their gifts to the best of their ability; to provide for their families; to care for other, especially the poor and oppressed; and to provide for the spiritual and corporal works of the kingdom of God espoused by the Church. Therefore, we are equally concerned that you care for your own needs and those of your family in the exercise of Christian stewardship as we are for the provision of the Church. Neither must be at the expense of the other.

As wise planning, hard work and dedication go into the accumulation of an estate, so the same wise planning and dedication should go into the use and disposition of that estate. A person's estate, whatever it is, becomes the material representation of one's life and therefore, is never insignificant. A Christian must thoughtfully establish the goals and objectives to be accomplished for oneself, their family, dependents and for God through an estate plan. It is a responsibility and privilege to practice Christian stewardship within an estate plan as well as in all other affairs.

The booklet is presented to help the conscientious Christian become aware of some of the up-to-date opportunities available to help fulfill one's goals and objectives for oneself, dependents and for Christ and His Church through Christian stewardship and estate planning.

MAKING A WILL IS A SIMPLE PROCESS

The following seven steps are suggested:

1. Clarify your objectives. Exactly what do you really want to accomplish for yourself, your dependents, others and for Christ through your estate plan?
2. Inventory your estate. Exactly what kind of resources do you have in your estate to accomplish your objectives? Assign approximate values and extend the plan to show as accurately as possible what will happen to your estate as a result of this Will or plan.
3. Choose an attorney in whom you have confidence and make an appointment as soon as possible. The fee for writing a Will is not large and is a worthwhile investment.
4. If you have a Will that is out of date, due to change of residence, change in law, family relationships, personal circumstances, or you wish to include the work of the Church, note those changes on the forms in this packet and take it to your attorney.
5. Before you see your attorney, fill out the following pages in this booklet AS FULLY AS POSSIBLE. Take this booklet to your attorney, who will make out your Will in proper legal form, according to your wishes.
6. File your Will in a safe place where it cannot be destroyed and where it will be available at your death.
7. When you make a new Will, be sure your old Will is destroyed.

WHO SHOULD MAKE A WILL?

Many people consider their material possessions relatively small and insignificant and therefore, assume that they really do not need an estate plan or a Will. If you do not have a Will, the law provides for the disposition of your affairs including the distribution of your property. However, you probably would not be satisfied with the procedures involved under the law if you were there to witness it.

A Will contains your directions for the control of your affairs and distribution of your estate after you are gone. It does not transfer any of your rights of property while you are still alive.

If you own property, have any investments, savings or insurance, or if you have any interest or desire to make a charitable gift - YOU NEED A WILL!

To be Fair to Your Family—you should provide adequately for your surviving spouse and dependent children. If a husband is deceased, the property will not necessarily pass directly to his widow but will be divided between his widow and his children unless he provides otherwise.* If a husband and wife are taken by accidental death, leaving minor children, the court will appoint their guardian and this may not necessarily be the person you would choose to care for them. You may appoint such a guardian through your Will. To avoid difficulty, disappointment and expense for your family—YOU NEED A WILL!

To Practice Good Stewardship of Your Estate as a Conscientious Christian—you should clearly identify your estate plan objectives for:

1. Yourself during your lifetime.
2. Your dependents.
3. Others—obligations and favors.
4. Christ and His Church.

Your estate is the material representation of your life; it has been acquired and accumulated through hard work, careful management, and prudent investment. Christian stewardship requires careful planning regarding the use and ultimate distribution of your estate. Your estate plan is the way in which you extend your responsibility and your influence for Christ into the future. What share of your estate ought to be invested in the continuing work of Christ in the world? Your Will represents a final opportunity to express your gratitude to God and your witness for Christ through what He has entrusted into your care during your lifetime. There are other positive ways of creating an effective estate plan; however, making a Will is the first step.

HOW TO USE THIS BOOKLET

The purpose of this booklet is to give you a “starting point” for the preparation of your Will. If a Will already exists, it is still important to complete this booklet since your assets, family situation and other factors may have changed since your original Will was drafted.

Fill in all spaces in the booklet as a complete as possible. In some cases you may not be able to find specific documents. In this is the case, make note of the fact that you will need to locate the missing documents and fill in the required information as accurately as possible.

When this booklet has been completed you will have the necessary information to present to your attorney 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.

*Estate distribution can vary depending on your current state of residency.

PERSONAL INFORMATION

Legal Name: _____
Single _____ Married _____ Divorced _____
Legal Residence Address: _____
City _____ State _____ Zip Code _____
Date of Birth _____ Place of _____
Spouse's Name _____ Spouse's Date of Birth _____
Married at _____ Date _____

Children

Name	Date of Birth	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Dependents

Name	Date of Birth	Relationship	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Social Security Number _____ Yours _____ Spouse _____

Employer Name and Address _____

Veteran? _____ Yes _____ No _____

Discharge papers located at _____

The Will

I have a Will _____ Yes _____ No _____ Date Written _____

Spouse has a Will _____ Yes _____ No _____ Date Written _____

Will(s) Location _____

Executor's (Personal Representative) Name and Address: _____

Attorney who prepared Will—name and address:

Trusts (created by you)

Do you have a Trust(s)? Yes No Date of Trust(s) _____

If so, where is the Agreement located? _____

Trustee(s) - name and address

Attorney who prepared Trust Agreement—name and address

I am the beneficiary of a trust Yes No

I have a safety deposit box Yes No

Bank _____

It is held jointly with _____

Location of key _____ Box number _____

Records and Certificates:

Birth and/or Citizenship and Marriage Certificates are located at

Titles, abstracts, leases, tax receipts (and other important papers) are located at

Life insurance policies located at _____

Stocks and bond certificates located at _____

I have a Cemetery plot or Mausoleum space Yes No

Located at _____

Deed of Ownership located _____

NET WORTH WORKSHEET

A. ASSETS

Cash (savings and checking accounts, CD's):

<u>Type of Account</u>	<u>Name of Financial Institution/Location</u>	<u>Joint (Community) or Sole (Separate)</u>	<u>Amount</u>
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL:			\$

Life Insurance

<u>Name of Company</u>	<u>Insured</u>	<u>Owner</u>	<u>Beneficiary</u>	<u>Face Amount</u>	<u>Cash Value</u>
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Total Cash Value:				\$	

Annuities

<u>Type of Account</u>	<u>Name of Financial Institution/Location</u>	<u>Joint (Community) or Sole (Separate)</u>	<u>Amount</u>
Total Present Value			\$

Real Estate

<u>Description & Location of Property</u>	<u>Date of Purchase</u>	<u>Joint (Community) or Sole (Separate)</u>	<u>Cost Basis</u>	<u>Fair Market Value</u>
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total			\$	\$

Stocks and Bonds (include mutual funds):

<u>Description</u>	<u>Date of Purchase</u>	<u>Cost Basis</u>	<u>Joint (Community) or Sole (Separate)</u>	<u>Fair Market Value</u>
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
			Total	\$

Employee Benefits (pension & profit-sharing, IRA, HR10 Plans)

<u>Description/Name of Plan</u>	<u>Beneficiary</u>	<u>Value of Vested Interest</u>
		\$
		\$
		\$
		Total Present Value

Business Interests Owned (Proprietorship, Partnership, Corporation)

<u>Firm name</u>	<u>Address</u>	<u>Face Amount</u>	<u>Cash Value</u>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		Total	\$

Debts Due me (mortgages held or notes receivable)

<u>Name of Debtor</u>	<u>Address</u>	<u>Joint (Community) or Sole (Separate)</u>	<u>Amount Due</u>
			\$
			\$
			\$
			\$
			\$
		Total	\$

TOTAL OF ALL ASSETS

B. LIABILITIES

Mortgages

<u>Description of Property/Location</u>	<u>Name of Creditor</u>	<u>Balance Owed</u>
		\$
		\$
		\$
		\$
	Total	

Loans, Installment Debts (bank, auto, personal loans, insurance loans, etc.)

<u>Description</u>	<u>Name of Creditor</u>	<u>Balance Owed</u>
		\$
		\$
		\$
		\$
	Total	

Current Bills (department store and other store charges, credit cards, etc)

<u>Description</u>	<u>Name of Creditor</u>	<u>Balance Owed</u>
		\$
		\$
		\$
		\$
	Total	

Taxes Owed (Estimate of State and Federal income tax, property tax, etc.)

<u>Description</u>	<u>Name of Creditor</u>	<u>Approximate Amount</u>
		\$
		\$
		\$
		\$
	Total	

All Other Current Liabilities

<u>Description</u>	<u>Approximate Amount</u>
	\$
	\$
	\$
	\$
	Total \$

TOTAL OF ALL LIABILITIES \$

C. ESTIMATED NET WORTH

Total of all assets in Section A	\$
Less total of all liabilities in Section B	\$
ESTIMATED NET WORTH	\$

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 item or piece of property that you want to go to a certain individual, list it. Also, if you wish to bequeath a specific sum of money to a person, the Church and/or other organization, state the amount and name of the beneficiary.

Specific Bequests:

<u>Person or Organization</u>	<u>Address</u>	<u>Item, Property or Some of Money</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

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

<u>Residue by Percentage to:</u>	<u>Address</u>	
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

Executor—Keep Control By Naming Your Executor

An executor is your personal representative, appointed by you to carry out your terms as expressed in your Will. If you do not name an executor in your Will the court will appoint an administrator. He or she may not be one that you would have appointed, so exercise the right to name the person you want.

To allow for unforeseen circumstance it would be well to name an alternate executor of personal representative.

Name of Executor

Alternate Executor

Address

Address

GUARDIAN - *Protect Your Children By Appointing A Legal Guardian*

If you have minor children, you should name a guardian for them in your Will. This person will have charge of both the children and the property you have willed to them. You can narrow this service and have a guardian to care only for the children and a separate guardian or trustee for their estate. He or she will hold the property and expend it as your Will directs.

Name of Guardian(s)

Alternate Guardian(s)

Address

Address

Name of Attorney who drafted your Will

Name of Guardian (or Trustee) for Estate

Address

Address

YOUR WILL IS AN IMPORTANT DOCUMENT

You may have noted that this booklet deals in depth with *YOUR* plans, and that little was said about *our* cause. Obviously, we hope that you will make generous provisions for the Church. We believe that a provision for the Church and its mission represents the most dynamic way by which you can extend your influence for Christ far into the future.

We began with three reasonable assumptions about you: 1) Your first concern is for your loved ones, 2) You are eager to prevent needless shrinkage and to conserve your estate in order to fulfill all the purposes for which you worked and saved to accumulate it, and 3) You are interested in the values of the Church and its mission.

There are tax-saving ways by which you can combine your objectives for both your family and for charity so as to conserve more of your estate for all of your purposes by planning to include a gift.

Having a valid up-to-date Will is fundamental to your achieving this dual objective. If you have a Will but have not reviewed it in some time, you would do well to attend to the matter now. If you haven't made a Will, arrange to discuss it with your attorney without delay. Without a Will, you may run the risk of subjecting your estate to excessive cost, delay, and of forfeiting your basic right to distribute your property as you wish.

The future growth and development of the Church depends greatly upon the support you provide. We are prepared to provide information and personal counsel, without obligation, to help you carry your objectives most efficiently. Please do not hesitate to call on us if we can be of help.

By drafting a new Will or updating your present Will, you have accomplished a number of things you would not have been able to do without a Will. You have made provisions for your family. You have chosen your own executor to represent you. You have named a guardian for your children if necessary. You have considered possible obligation and favors for others. You may have created a trust and chosen a trustee to manage your estate plan. You have considered the final arrangements for you personal affairs. You have considered your Church, and all your other interests.

Without a Will, none of these things will be accomplished. You have also gained greater peace of mind. Remember, without a valid Will, the state in which you live will decide how your estate is to be distributed.

ADDITIONAL OPPORTUNITIES

Fulfillment of the mission of the Church and the benefits of its saving ministry are dependent in part on the sustained support of the people in the Diocese of Dodge City. You can perpetuate this support of the good works of the Church in Southwest Kansas through a variety of planned gift methods.

“Planned giving” is simply charitable giving coordinated with your family’s financial and estate plan. Therefore, the starting point for planned gifts is your planning a will. By making a lasting gift through one of these giving vehicles described below, you leave a legacy.

**Annuity Trust ~ Unitrust ~ Remainder Trust ~ Endowments
Gift Annuity ~ Life Insurance ~ Retirement Plan Assets**

SUMMARY

There are many alternatives available for an individual who wants to achieve the peace of mind that comes with a comprehensive estate plan and at the same time make a charitable provisions for the Church. Most plans can be tailored to meet an individual’s specific needs. In almost all cases, these plans can help simplify an estate plan and conserve estate and gift taxes. A staff member from our office is available to provide additional information. All such inquiries are held in strict confidence and are without obligation.

Let us help you...

*For Your Family...
...And Your Family of Faith*

For more information, or to arrange a confidential meeting, please connect with us:

Office of Planned Giving
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