



# Estate Planning Guide and Personal Organizer

# INTRODUCTION

This Estate Planning Guide and Personal Organizer, a complimentary resource provided by Bentley's Office of Gift Planning, is designed to help you navigate your estate planning process, consider how you will provide for the people and organizations meaningful to you, and gather and record specific information. Successfully completing your estate plan can provide several benefits.

## **Peace of Mind for You.**

An estate plan is designed to provide for you during life should the unforeseen (your incapacity) happen and for your family when the foreseen (your passing) does occur.

## **Peace of Mind for Your Family.**

An estate plan and its associated documents will help guide your family if they need to make difficult decisions about your care, provide the authority they might need to do so, and to know what to do when you are gone. Consider your plan a gift to your family and other loved ones at the very time they would need it the most.

## **Security for Your Children.**

An estate plan is especially important if you have minor children as it will name a guardian to care for them, and in many instances establishes a trust to help ensure their financial well-being.

## **Distribution of Your Assets in the Manner That You Want.**

Without an estate plan of some type, the laws of your state determine what happens to your property. This is called intestate succession (property inheritance when there is no will). Very likely the distributions it dictates would **not** be the ones you would have chosen. Further, no state distribution law provides for gifts to friends or charitable organizations or makes provisions for your pets. An estate plan will ensure that

what you have earned and accumulated in your lifetime goes to help your loved ones and causes that you care about.

## **Be Financially Wise.**

A good estate plan will help streamline the distribution process, minimize administrative costs, and possibly reduce taxes that might otherwise be owed. Planning allows you to leave the most you can to the people you love and the causes you care about.

## **A Charitable Legacy.**

With thoughtful planning, you can provide for your loved ones **and** leave a specific piece of property, a portion of, or even the remainder of, your estate to one or more charitable organizations, if you wish.



In this guide, we will first spend some time describing the key elements of an estate plan, documents your attorney may recommend, and some charitable giving ideas you may wish to incorporate into your plan. Then, we have provided space where you may record personal and financial information to share with your family and to help you create your estate plan. (Note: if you are married or have a partner, you may find it helpful to complete separate information inventories.)

**Let's get started.**



# ELEMENTS OF AN ESTATE PLAN

There are several elements to a complete estate plan. Your estate planning attorney can guide you as to the documents best for you. To give you an overview of those your attorney may suggest, we briefly describe common ones here.

**Will.** A will directs how and to whom a person's property should be distributed after death. A valid will is generally typed, dated and signed by you as well as two legally competent witnesses. States differ as to whether a handwritten will, with or without witnesses, is valid.

**Living (Revocable) Trust.** This document can be used instead of a will as the main vehicle to distribute your property. You might hear it referred to as a "living trust." The trust is created while you are living, most often people serve as their own trustee, and the power to change and even revoke it can be retained. The living trust becomes **irrevocable** upon your death. A living trust allows assets to pass to heirs outside of the probate process, potentially saving probate fees, and keeps your affairs private.

A living trust requires that you actually transfer your property into it for it to be effective.

Note: if you decide to create a living trust, you should still have what is called a "pour-over" will. It catches any property that was, intentionally or inadvertently, left

out of the trust during your life and is not transferred in another way. While this property will still need to go through probate, it will eventually be distributed according to your trust instructions instead of being distributed under state law provisions.

**Beneficiary Designations.** Bank and stock brokerage accounts, IRAs and other types of retirement plans, commercial annuities, life insurance policies, and, in some states, real estate, are all assets that transfer by beneficiary designation. The place where you indicate the person(s) or organization(s) to receive all or a portion of the asset(s) is on the beneficiary designation form for that asset.

**Power of Attorney (POA) for financial matters.** This document grants to someone you trust the ability to act on your behalf for a variety of potential transactions and responsibilities. You decide when the POA will become effective and the extent of the authority granted. A POA is effective only during your lifetime and automatically terminates at your death.

**Health Care Power of Attorney (HCPOA) for health care decisions.** This document appoints someone to make decisions for you regarding

medical treatment if you are not able to make these decisions for yourself. It allows you to specify who is in charge of making critical treatment decisions, and, perhaps more importantly, who does not have that authority.

**Physician's Order for Life Sustaining Treatment (POLST).** This document describes what health care treatment you want in case of an emergency. You work with your doctor to document your wishes regarding resuscitation and other life-sustaining procedures.

## Special Considerations

**Form of ownership.** Property that is titled and owned jointly with right of survivorship will pass directly to the surviving joint owner regardless of what the will or living trust might provide. This is most often seen with real estate, but can involve other types of property as well. If you live in a community property state, your half of the community property will pass automatically to your spouse.

# HOW TO CREATE AN ESTATE PLAN

Depending on your situation, creating an estate plan may be easier to do, and cost less, than you think. Here are some practical steps to get you started:

1. Take inventory of what you own, perhaps by using the organizer section of this guide. List all of your assets, including real estate and investments, and their approximate value. Include pertinent information about each asset.
2. Make a list of tangible personal property, such as art, books, furniture, jewelry — items other than real estate and investments — and who is to receive each item upon your passing. For maximum flexibility, you may want to maintain this as a separate list rather than including it in your will.
3. Think about your goals for your estate plan — for example, who you would like to benefit, how you would like to treat each of your children, any of their special needs to provide for, what happens if you and your spouse both pass away close in time, and if there are charities or organizations you would like to remember. Your attorney will most likely ask you about additional goals, but at least you'll have a head start on those that are most top-of-mind.
4. Consider whom you would like to name as your agents, such as the personal representative/executor of your will or the trustee of your trust and the person to hold your power(s) of attorney, and gather their information.
5. Set up a meeting with an estate planning attorney. If you don't have one or know of one to call, check with family, friends, your professional advisors, or the bar association of your state for recommendations. Often, the initial session with an attorney is complimentary.
6. Follow through on the actions that you and your attorney decide upon. Rely on the advice of your attorney and your professional advisors (financial, tax, etc.) as you make your decisions.
7. Share your plans with others. Key documents are of little or no value if no one knows what they say or where to find them when they are needed. This is especially true for the person(s) you have designated to serve as the personal administrator/executor of your will or the trustee of your living trust. It is also important to give loved ones a general sense of what to expect, so that no one is surprised later on.



# DON'T FORGET YOUR DIGITAL ASSETS

The rapidly increasing use of “digital files” — on smartphones and computers — is something to take into account as you think about estate planning.

When looking into the value of an estate, it is no longer enough to just look in filing cabinets for documentation and monitor mail for statements. Now, you must also find the “electronic keys” necessary to uncover digital assets — these keys being passwords, access and even knowledge that some assets exist.

Financial and estate planning documents are of little use if the documents either cannot be found or are inaccessible to those charged with carrying out your wishes. Thus, it is best to complete an inventory of all digital accounts and assets as a part of your estate plan.

Digital assets, in this context, relate to any information about you or created by you that exists in digital form, either online or on an electronic storage device. And most importantly, the information necessary to access the digital asset — IDs and passwords.

Personal digital property may include:

- Any information that you store electronically — from photos and videos, to text messages

and emails, to medical records and legal documents. It encompasses information and data that you store on a physical device and what you store electronically in the cloud.

- Hardware such as computers, including the hard drive and its contents; tablet and its contents; mobile phones, including call history, text history, photos, location data and other contents; digital music players, including any music, playlists or data on the device, digital cameras, including any photos or videos on the device; E-readers, including any books or files on the device and external hard drives and flash drives; and any content on the device
- Any information or data that is stored electronically, whether online, in the cloud or on a physical device
- Any online accounts, such as for email and communications, social media, shopping, photo and video sharing, video gaming, online storage and any websites and blogs that you may manage
- Domain names that you own as digital property
- Intellectual property, including copyrighted digital materials, registered trademarks and patents

Also complete an inventory of any online accounts that contain any personal information about you. Such as:

- Email, including any correspondences and in-email text chats
- Communication tools, such as Skype or FaceTime, and any data or conversations stored on those programs
- Social media accounts, such as Facebook, Twitter or LinkedIn; any content that you’ve posted to those sites; and any correspondences you’ve had through those sites
- Shopping accounts, including any personal information you’ve stored in your account; your purchase history and any credit you may have with the company
- Photo and video sharing accounts, such as YouTube; any personal data in the account settings; and any interactions you had through the accounts
- Loyalty programs for credit cards or airlines and any valued benefits that may have accrued over time

For all electronic accounts, make a list of IDs and passwords and keep the list in a secure place, known to the trusted individual you appoint as your Financial Power of Attorney.



# CONSIDER YOUR CHARITABLE LEGACY

There may be numerous charitable organizations you believe in strongly and you may have supported them throughout your lifetime. Making a gift provision to one or more of them in your estate can be a natural extension of that support. You might be surprised at how much you can give to Bentley with a charitable gift while achieving your personal and financial goals.

**Bequest Gift.** This is a gift made through your will or living trust. You can leave a specified amount of money, a particular piece of property or all or a portion of the “residual” of your estate (what remains after your final expenses, debts, and specific gifts are paid).

See pages 7 and 27 for sample bequest wording that you can share with your attorney.

**Beneficiary Designation Gift.** Just as you designate individuals to receive certain assets directly as your named beneficiary, you can also name Bentley to receive all or part of the asset. This is most commonly used for IRAs and other retirement plan assets and life insurance policies. It can also work for assets such as checking and savings accounts, donor advised funds, brokerage accounts and commercial annuities.

In addition to leaving a final legacy, bequest gifts and beneficiary designation gifts have the advantage of being flexible (give

as little or as much as you like), revocable (can be changed at any time) and, perhaps most importantly, they leave the assets under your control should you need them during your lifetime.

Bequest and beneficiary designation gifts are fully deductible from your estate and there is no limit as to how much can be deducted.

**Charitable Remainder Trust.** A charitable remainder trust can help you maintain or increase your income while making a significant gift to Bentley. It is an especially attractive gift to fund with an appreciated asset, such as real estate or stock, and generate income from the sale without paying capital gains tax. Charitable remainder trusts are typically established during life, but can also be planned for in one’s estate.

**Retained Life Estate.** You can give your primary residence or vacation home to Bentley and continue using it for the rest of your life. You would have the satisfaction of knowing that this generous gift has been completed and would save on income taxes with the charitable deduction you would receive. Like other assets, gifts of real estate must be approved in accordance with Bentley’s gift acceptance policy.



# FREQUENTLY ASKED QUESTIONS

## Do I need to have an estate plan?

Yes. Regardless of the size of your estate, you likely want to ensure that your assets will go to the people you love and the organizations you care for. But a good estate plan does far more than that. It cares for you, too.

It grants a power of attorney (POA) for financial and health matters should you become incapacitated and states your wishes regarding final medical care. Your estate documents become a last expression of what you have valued in your life, expressed through a personal statement and by what you leave to whom.

By being thoughtful and organized about your affairs, you will have left a final, loving gift to your family and organizations you care about.

## Do I need to see an attorney?

Yes. Estate planning is a very complex area of the law and shouldn't be left to a one-size-fits-all arrangement. This is especially true when you have a blended family.

While there is a cost involved in preparing your plan, it is modest compared to the value of having appropriate arrangements for your family, minimizing probate fees and costs, and possibly saving state and federal estate taxes.

## What if I have a plan, but want to change one thing?

If your plan is fairly current, it is easy to make a change or two, such as adding a charitable beneficiary.

Your attorney can prepare an amendment (called a "codicil") to your will or living trust. This can often be done quickly and for a nominal cost.

## How often should I review my plan?

It is a good idea to review your plan every three years. Some people have an annual check-up with their attorney for any updates that may be needed.

Certainly, whenever there is a significant event in your life such as the birth of a child or grandchild, sale of a business, retirement, change in marital status, or death of a spouse or other loved one, you should review your plan for necessary changes.

# GLOSSARY OF TERMS

**Administrator** — The person appointed by the court to manage a deceased person's estate when he or she dies without leaving a will. Administrators have the same duties as executors.

**Annuity** — A contractual arrangement to pay a fixed sum of money to an individual at regular intervals. The annuity secures fixed lifetime payments to the benefactor and/or another individual.

**Beneficiary** — An individual or charitable organization designated to receive benefits or funds under a will or other contract, such as an insurance policy, trust or retirement plan.

**Bequest** — A gift or legacy left by will, typically personal property or assets.

**Codicil** — A legal instrument made to modify an earlier will.

**Decedent** — A deceased person.

**Estate** — An interest in assets and personal property; also, the legal entity which manages and distributes a decedent's property.

**Estate Tax** — A federal (and state, if applicable) tax on the value of the property held by an individual at his or her death (paid by the individual's estate).

**Executor (or Personal Representative)** — The person named in a will to manage the estate. This person will collect the property, pay any debt and distribute your property or assets according to the will.

**Fiduciary** — A person or institution legally responsible for the management, investment and distribution of funds. Examples include trustees, executors and administrators.

**Grantor** — The person who transfers assets into a trust for the benefit of him/herself or others.

**Guardian** — An individual legally appointed to manage the rights and/or property of a person incapable of taking care of his or her own affairs.

**Heir** — A person entitled to inherit a portion of the estate of a person who has died without a will.

**Inter Vivos Trust** — A type of trust created during one's lifetime to hold property for the benefit of him/herself or another person.

**Intestate** — The term applied when an individual dies without a will.

**Legacy** — A transfer of personal property by a will.

**Living (Revocable) Trust** — A revocable trust established by a grantor during his or her lifetime in which the grantor transfers some or all of his or her property into the trust.

**Living Will** — Instructions specifying decisions regarding an individual's health if they are no longer able to make decisions due to illness or incapacity, and appoints a person to make such decisions on their behalf.

**Personal Representative (or Executor)** — The person named in a will to manage the estate. This person will collect the property, pay any debt and distribute your property or assets according to the will.

**Power of Attorney** — A written legal document that gives an individual the authority to act for another.

**Probate** — The court supervised process of administering the estate of a deceased person by resolving all claims and distributing the deceased person's property under a valid will.

**Settlor** — The creator of a trust.

**Testament** — A will.

**Testamentary Trust** — A trust that is created upon death by the terms of a person's will or living trust.

**Testator** — An individual who dies with a valid will or testament.

**Trust** — A written legal instrument created by a grantor for the benefit of him/herself (during life) or others (during life or at death).

**Trustee** — The individual or institution entrusted with the duty of managing property placed in the trust. A "co-trustee" serves as trustee with another. A "contingent trustee" becomes trustee upon the occurrence of a specified future event.

**Will** — A legally executed document that directs how and to whom a person's property is to be distributed after death.



# LEAVING A LEGACY TO BENTLEY

If you wish to include a future gift for Bentley in your estate plan, the process is relatively simple.

We invite you to contact us to explore the difference you can make at Bentley and options for setting up your gift. Also, you may share the sample language below with your attorney and other advisors for incorporation in your will or trust or on your beneficiary designation form.

## For Your Will or Trust

“I give to Bentley University, a Massachusetts educational corporation with a usual place of business at 175 Forest Street, Waltham, Middlesex County, Massachusetts, the sum of \_\_\_\_\_ dollars (\$\_\_\_\_) or (\_\_\_\_ % of my property) or (describe specific property), to be used (for the general purposes of Bentley) or (as agreed by Bentley and me in a Legacy Intentions Document).”

## For Your Beneficiary Designation Form

### Beneficiary Name and Address:

Bentley University  
175 Forest Street  
Waltham, MA 02452

### Bentley's Tax ID Number:

04-1081650

*Bentley may be a sole, partial, or contingent beneficiary.  
If additional information is requested, please contact us.*



# LEAVING A LEGACY TO BENTLEY

## Types of Bequests

### Structure in Your Estate Plan

**Specific Bequest:** You direct a specific dollar amount, a specific piece of property, or stated percentage of the estate to Bentley. This is one of the most popular forms of bequests.

**Residuary Bequest:** You direct all or a stated percentage of your estate to Bentley **after** distribution of specific bequests and payment of debts, taxes and expenses.

**Contingent Bequest:** You direct all or part of your estate to Bentley if and only if certain specified circumstances, such as the death of another beneficiary, occur.

### Gift Purpose at Bentley

**Unrestricted:** Bentley may use this type of gift for its general purposes. An unrestricted gift is very useful because Bentley will have flexibility to put the gift to the best possible use at the time it is received.

**Restricted:** A restricted gift is given to Bentley with preferences for a specific purpose, such as support for scholarships, an academic program, research, athletics, or other area of the university that is meaningful to you. Please contact the Office of Gift Planning prior to stating your preferences to ensure that Bentley is able to carry out your wishes. Depending on the intended purpose of your gift, we may suggest supplementary documentation to clarify your intentions.

Once you have included Bentley in your estate plan, we'd be honored if you would let us know. We'd like to express our appreciation and invite you to join The 1917 Legacy Society, a growing group of alumni and friends who help to ensure that the promise of a Bentley education will continue for generations to come.

## Questions?

If you have questions about your estate plan, we encourage you to contact your attorney. If you have questions about including a charitable gift to Bentley in your estate plan, please feel free to contact us for information. It would be our pleasure to help you and your advisors create a philanthropic plan specifically for you.

- Call **781-891-2475**
- Email **[giftplanning@bentley.edu](mailto:giftplanning@bentley.edu)**
- Visit **[giftplanning.bentley.edu](http://giftplanning.bentley.edu)**

Office of Gift Planning, Bentley University  
175 Forest Street, LaCava 276  
Waltham, MA 02452

# ESSENTIAL INFORMATION ORGANIZER

*(Contains confidential and sensitive information — keep in a secure location.)*

This organizer is designed to help you gather and record your important information. This will, in turn, help you when you see an attorney to prepare your estate plan. It will also help your loved ones at a time when they need it the most — if you are no longer able to make decisions for yourself or if you have passed away.

While it will take some time to complete, the time couldn't be better spent. Imagine the peace of mind that will come from knowing you have done all that you can do for yourself and your loved ones to be prepared for the expected and the unexpected. Gathering information is your first step in this process.

**Date:** \_\_\_\_\_

## You and Your Family

### You

Full Legal Name \_\_\_\_\_

Maiden Name (if applicable) \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_



## You (Cont.)

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License (*state and number*) \_\_\_\_\_

**Marital Status**     Single     Married     Widowed     Divorced     Legally Separated

If married, place and date of marriage \_\_\_\_\_

**Do you have a prenuptial agreement?**     Yes     No

If widowed, divorced or legally separated, what date did this occur? \_\_\_\_\_

### Citizenship Status

Born in the U.S.     Naturalized (date and place) \_\_\_\_\_  
 Lawful Permanent Resident     Other Citizenship? \_\_\_\_\_

**Are You:**     Employed     Retired

### Current or Most Recent Employer

Name \_\_\_\_\_

Phone \_\_\_\_\_

Supervisor \_\_\_\_\_

Position \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Company Benefits \_\_\_\_\_

### Military Service

Branch \_\_\_\_\_

Service Dates \_\_\_\_\_

Military Identification # \_\_\_\_\_

### Check what planning documents you have and their location:

<input type="checkbox"/> Will _____	<input type="checkbox"/> Power of Attorney — Financial _____
<input type="checkbox"/> Revocable Living Trust _____	<input type="checkbox"/> Power of Attorney — Health _____
<input type="checkbox"/> Health Care Directive _____	<input type="checkbox"/> Personal Property Inventory _____
<input type="checkbox"/> Physician's Order for Life Sustaining Treatment (POLST) _____	

## Your Spouse

Full Legal Name \_\_\_\_\_

Maiden Name (if applicable) \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License (state and number) \_\_\_\_\_

### Citizenship Status

- Born in the U.S.                       Naturalized (date and place) \_\_\_\_\_  
 Lawful Permanent Resident       Other Citizenship? \_\_\_\_\_

### Check what planning documents your spouse has and their location:

- Will \_\_\_\_\_                       Power of Attorney — Financial \_\_\_\_\_  
 Revocable Living Trust \_\_\_\_\_       Power of Attorney — Health \_\_\_\_\_  
 Health Care Directive \_\_\_\_\_       Personal Property Inventory \_\_\_\_\_  
 Physician's Order for Life Sustaining Treatment (POLST) \_\_\_\_\_

## Your Children

### First Child

Full Legal Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License (state and number) \_\_\_\_\_

**Status**       Dependent       Adopted       Previous Marriage       Special Needs       Deceased

**Date of adoption or death** \_\_\_\_\_

## Your Children (Cont.)

### Second Child

Full Legal Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License (state and number) \_\_\_\_\_

**Status**     Dependent     Adopted     Previous Marriage     Special Needs     Deceased

**Date of adoption or death** \_\_\_\_\_

(Add additional pages as needed)

## Your Grandchildren

### First Grandchild

Full Legal Name \_\_\_\_\_

Parents' Name(s) \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License (state and number) \_\_\_\_\_

**Status**     Dependent     Special Needs     Deceased    Date of Death \_\_\_\_\_



## Your Parents

### Mother

Full Legal Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License (state and number) \_\_\_\_\_

Date of Death \_\_\_\_\_ Resting Place \_\_\_\_\_

### Father

Full Legal Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License (state and number) \_\_\_\_\_

Date of Death \_\_\_\_\_ Resting Place \_\_\_\_\_

## Your Pets

### First Pet

Name \_\_\_\_\_

Description \_\_\_\_\_

Vet Contact Information \_\_\_\_\_

Food/Medicine/Special Instructions \_\_\_\_\_

\_\_\_\_\_

### Second Pet

Name \_\_\_\_\_

Description \_\_\_\_\_

Vet Contact Information \_\_\_\_\_

Food/Medicine/Special Instructions \_\_\_\_\_

\_\_\_\_\_

# Professional Advisors

## Name/Practice or Company/Contact Information

**Physician**

Name

Practice/Company

Contact Information

**Dentist**

Name

Practice/Company

Contact Information

**Attorney**

Name

Practice/Company

Contact Information

**Financial Planner**

Name

Practice/Company

Contact Information

**Accountant**

Name

Practice/Company

Contact Information

**Broker**

Name

Practice/Company

Contact Information

**Life Insurance Agent**

Name

Practice/Company

Contact Information

**Other**

# Financial Information

## Insurance Policies — Disability/Accident/Health

Type \_\_\_\_\_  
Company \_\_\_\_\_  
Contact Info \_\_\_\_\_  
Policy # \_\_\_\_\_

## Pension Information

Type of Plan \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Benefit Value \_\_\_\_\_  
Named Beneficiary \_\_\_\_\_

## Safety Deposit Box(es)

Location/Institution \_\_\_\_\_  
Address \_\_\_\_\_  
Box Number \_\_\_\_\_  
Key Location \_\_\_\_\_  
Who Has Access Authority \_\_\_\_\_

## Social Security Payments

Deposited to Account \_\_\_\_\_  
Bank Name \_\_\_\_\_  
Bank City/State \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Account Number \_\_\_\_\_

## Tax Records

Location \_\_\_\_\_  
Preparer Name \_\_\_\_\_  
Contact Information \_\_\_\_\_



# Assets and Debts

## Assets

### Cash (checking, savings, money market, CDs)

Type \_\_\_\_\_

Bank Name/Location \_\_\_\_\_

Account # \_\_\_\_\_

Maturity Date \_\_\_\_\_

Owned by You Alone \$ \_\_\_\_\_

Owned Jointly with Spouse \$ \_\_\_\_\_

If co-owner is someone other than a spouse, note here: \_\_\_\_\_

### Securities (stocks, bonds, mutual funds, savings bonds)

Description \_\_\_\_\_

Location/Firm \_\_\_\_\_

Number of Shares \_\_\_\_\_

Owned by You Alone \$ \_\_\_\_\_

Owned Jointly with Spouse \$ \_\_\_\_\_

If co-owner is someone other than a spouse, note here: \_\_\_\_\_

My securities broker is:

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address/Phone \_\_\_\_\_

### Business Interests (Closely Held Stock, Partnerships, LLC Units)

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

Location \_\_\_\_\_

Number of Shares/Percent \_\_\_\_\_

Owned by You Alone \$ \_\_\_\_\_

Owned Jointly with Spouse \$ \_\_\_\_\_

If co-owner is someone other than a spouse, note here: \_\_\_\_\_

### Real Estate

Description \_\_\_\_\_

Address \_\_\_\_\_

Date Purchased \_\_\_\_\_

Owned by You Alone \$ \_\_\_\_\_

Owned Jointly with Spouse \$ \_\_\_\_\_

If co-owner is someone other than a spouse, note here: \_\_\_\_\_

## Assets (Cont.)

### Life Insurance/Annuities

Description \_\_\_\_\_  
Name of Company \_\_\_\_\_  
Insured/Annuitant \_\_\_\_\_  
Beneficiary \_\_\_\_\_  
Policy # \_\_\_\_\_  
Owned by You Alone \$ \_\_\_\_\_  
Owned Jointly with Spouse \$ \_\_\_\_\_  
If co-owner is someone other than a spouse, note here: \_\_\_\_\_

### Retirement Assets (IRAs, 401(k), 403(b), etc.)

Description \_\_\_\_\_  
Custodian Name/Address \_\_\_\_\_  
Beneficiary \_\_\_\_\_  
Owned by You Alone \$ \_\_\_\_\_  
Owned Jointly with Spouse \$ \_\_\_\_\_  
If co-owner is someone other than a spouse, note here: \_\_\_\_\_

### Debts Owed to Me (mortgages held, accounts or notes receivable)

Description \_\_\_\_\_  
Debtor Name/Address \_\_\_\_\_  
Owned by You Alone \$ \_\_\_\_\_  
Owned Jointly with Spouse \$ \_\_\_\_\_  
If co-owner is someone other than a spouse, note here: \_\_\_\_\_

### Other Income Producing Assets (patents, royalties, copyrights, etc.)

Description \_\_\_\_\_  
Company \_\_\_\_\_  
Owned by You Alone \$ \_\_\_\_\_  
Owned Jointly with Spouse \$ \_\_\_\_\_  
If co-owner is someone other than a spouse, note here: \_\_\_\_\_

### Tangible Personal Property (antiques, art, boats, cars, collections, jewelry, tools, etc.)

Description \_\_\_\_\_  
Date of Purchase \_\_\_\_\_  
Owned by You Alone \$ \_\_\_\_\_  
Owned Jointly with Spouse \$ \_\_\_\_\_  
If co-owner is someone other than a spouse, note here: \_\_\_\_\_

## Digital Assets

Digital assets, in this context, relate to any information about you or created by you that exists in digital form, either online or on an electronic storage device. And, most importantly, the information necessary to access the digital assets — IDs and passwords. Whenever you update this list, be sure to make a copy and give the original to your personal representative/executor or your attorney.

Asset	Description	ID/Password
1. _____	_____	_____ _____
2. _____	_____	_____ _____
3. _____	_____	_____ _____
4. _____	_____	_____ _____
5. _____	_____	_____ _____
6. _____	_____	_____ _____
7. _____	_____	_____ _____
8. _____	_____	_____ _____
9. _____	_____	_____ _____
10. _____	_____	_____ _____
11. _____	_____	_____ _____
12. _____	_____	_____ _____

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Debts

### Mortgages (first and second, home equity)

Description/Loan # \_\_\_\_\_

Creditor Name \_\_\_\_\_

Owed by You Alone           \$       \_\_\_\_\_

Owed Jointly with Spouse   \$       \_\_\_\_\_

If co-debtor is someone other than a spouse, note here: \_\_\_\_\_

### Loans (insurance, bank, personal, business, car or boat)

Description/Loan # \_\_\_\_\_

Creditor Name \_\_\_\_\_

Owed by You Alone           \$       \_\_\_\_\_

Owed Jointly with Spouse   \$       \_\_\_\_\_

If co-debtor is someone other than a spouse, note here: \_\_\_\_\_

### Credit Cards

Description/Account # \_\_\_\_\_

Creditor Name \_\_\_\_\_

Owed by You Alone           \$       \_\_\_\_\_

Owed Jointly with Spouse   \$       \_\_\_\_\_

If co-debtor is someone other than a spouse, note here: \_\_\_\_\_

### All Other Debts or Obligations

Description/Loan # \_\_\_\_\_

Creditor Name \_\_\_\_\_

Owed by You Alone           \$       \_\_\_\_\_

Owed Jointly                   \$       \_\_\_\_\_

If co-debtor is someone other than a spouse, note here: \_\_\_\_\_

# Agents

## Personal Representative/Executor

Name \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Relationship, if not spouse \_\_\_\_\_

## Alternate Personal Representative/Executor

Name \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Relationship, if not spouse \_\_\_\_\_

## Guardian (if you have minor children)

Note: if there are two parents, usually the first named guardian will be a spouse

Name \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Relationship \_\_\_\_\_

## Alternate Guardian

Name \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Relationship \_\_\_\_\_

## Power of Attorney — Healthcare

Name \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Relationship, if not spouse \_\_\_\_\_



**Alternate Power of Attorney — Healthcare**

Name \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Relationship \_\_\_\_\_

**Power of Attorney — Financial**

Name \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Relationship, if not spouse \_\_\_\_\_

**Alternate Power of Attorney — Financial**

Name \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Relationship \_\_\_\_\_

# Final Instructions

## Body, Organ, Tissue Donation

I wish to donate my body, organs or tissue

Yes

No

If yes, please describe your intention

## Funeral Home and Address

Funeral Home and Address \_\_\_\_\_

Funeral Arrangements

Body Donation     Burial     Cremation

I have prepaid funeral arrangements with (company, address, phone, amount paid)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred funeral and burial/cremation instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred resting place \_\_\_\_\_

## Obituary (what you would like included)

## Personal Statement to Loved Ones

(Take a few moments to think about what you want say to those you love that a will or living trust doesn't convey: what you feel is important in life, how you would like to be remembered, what you would like the next generation to know, or, perhaps, simply what makes you happy.)

## Gifts to Spouse

Description of assets/percent of estate

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Contingent Beneficiary Name/Address

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## Gifts to Heirs/Others

Beneficiary Name/Relationship/Address (Add additional pages as needed)

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Description of assets/percent of estate

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## Gifts to Charitable Organizations

Legal Name of Charitable Organization/Tax ID # \_\_\_\_\_

Location/Address \_\_\_\_\_

Amount \$ \_\_\_\_\_

OR Percent of net estate

OR Description of asset \_\_\_\_\_

(Add additional pages as needed)

## Residue of Estate

(Individual Beneficiaries)

Name \_\_\_\_\_

Address \_\_\_\_\_

Percent of residue \_\_\_\_\_

(Charitable Beneficiaries)

Legal Name/Tax ID # \_\_\_\_\_

Address \_\_\_\_\_

Percent of residue \_\_\_\_\_

## Gifts of Tangible Personal Property

This list includes personal items that can easily be moved such as art, books, china, clothes, furniture, jewelry and the like. If the items have a high financial value, talk with your attorney about the best way to transfer them. Whenever you update this list, be sure to make a copy and give the original to your personal representative/executor or your attorney.

Description	Recipient	Recipient's Information
1. _____	_____	_____ _____ _____
2. _____	_____	_____ _____ _____
3. _____	_____	_____ _____ _____
4. _____	_____	_____ _____ _____
5. _____	_____	_____ _____ _____
6. _____	_____	_____ _____ _____
7. _____	_____	_____ _____ _____
8. _____	_____	_____ _____ _____
9. _____	_____	_____ _____ _____
10. _____	_____	_____ _____ _____
11. _____	_____	_____ _____ _____
12. _____	_____	_____ _____ _____

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Charitable Gifts — Sample Bequest Language

If you wish to include Bentley in your will or living trust, we provide here sample language to share with your attorney.

### Specific Bequest

This may be a specific dollar amount, a stated percentage of your estate, or a specific asset.

#### Sample language

"I give to Bentley University, a Massachusetts educational corporation with a usual place of business at 175 Forest Street, Waltham, Middlesex County, Massachusetts, the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_ ) or ( % \_\_\_\_\_ of my property) or (describe specific property), to be used (for the general purposes of Bentley) or (as agreed by Bentley and me in a Legacy Intentions Document)."

### Residuary Bequest

This includes all or a portion of your estate after other specific bequests, debts, taxes, expenses and fees have been distributed and paid.

#### Sample language

"I give and devise (all or \_\_\_\_\_ %) of the residue of all the property, of whatever kind and wherever located, that I own at my death to Bentley University, a Massachusetts educational corporation with a usual place of business at 175 Forest Street, Waltham, Middlesex County, Massachusetts."

### Contingent Bequest

Under this type of provision, Bentley will receive a bequest only if your primary intentions cannot be met or if certain specified circumstances take place.

#### Sample language

"If any of the beneficiaries named in this will are not living on the thirtieth day after my death, I direct that his or her share or my estate be given to Bentley University, a Massachusetts educational corporation with a usual place of business at 175 Forest Street, Waltham, Middlesex County, Massachusetts."

#### Or

"If my husband/wife \_\_\_\_\_ is not living on the thirtieth day after my death, I direct that his/her share of my estate shall be given to Bentley University, a Massachusetts educational corporation with a usual place of business at 175 Forest Street, Waltham, Middlesex County, Massachusetts."

## Questions?

If you have questions about your estate plan, we encourage you to contact your attorney. If you have questions about including a charitable gift to Bentley in your estate plan, please feel free to contact us for information. It would be our pleasure to help you and your advisors create a philanthropic plan specifically for you.

- Call **781-891-2475**
- Email **[giftplanning@bentley.edu](mailto:giftplanning@bentley.edu)**
- Visit **[giftplanning.bentley.edu](http://giftplanning.bentley.edu)**

Office of Gift Planning, Bentley University  
175 Forest Street, LaCava 276  
Waltham, MA 02452