

# Estate Planning Portfolio



BOY SCOUTS OF AMERICA

# Personal Affairs Record of

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Information contained was prepared on

\_\_\_\_\_ date

Annual Review 20\_\_ \_\_\_\_\_  
Annual Review 20\_\_ \_\_\_\_\_  
Annual Review 20\_\_ \_\_\_\_\_  
Annual Review 20\_\_ \_\_\_\_\_  
Annual Review 20\_\_ \_\_\_\_\_  
Annual Review 20\_\_ \_\_\_\_\_

## PURPOSES OF THIS BOOKLET

We are pleased to be able to present this booklet to selected friends of the Boy Scouts of America as a convenient method of recording information about their personal financial affairs. The information you record in your confidential Record of Personal Financial Affairs can have several very practical uses.

**Determining Your Present Financial Position.** The completed booklet will provide an accurate and comprehensive summary of all your assets and liabilities. It will be a valuable guide in your estate, retirement and financial planning.

**Assisting Your Attorney and Other Financial Advisors.** The information you record in the booklet will provide your attorney and other financial advisors with a complete picture of your estate situation as well as the personal and family information that is generally needed to prepare a thoughtful and effective estate plan.

**Providing Practical Assistance To Family Members.** The booklet will be a valuable guide to your family in the event of your absence or incapacity. Knowing your assets and income sources, and the location of important documents, will help them manage your financial affairs effectively. The booklet will also be extremely valuable to the executor of your estate.

## USING THE BOOKLET EFFECTIVELY

The Confidential Record of Personal Affairs is comprehensive. It will probably take several hours to record all the detail that is needed in a complete record of financial affairs. And completing the booklet will often require searching for documents that may have been filed away and forgotten.

We recommend that you first review the booklet to determine the information that will be needed to complete your record of personal financial affairs. Then collect the certificates, documents, records, and other information you will need to record accurate financial data. In many cases you will not be able to locate certain documents, but record as much accurate data as possible and complete the booklet as soon as the other documents and records become available.

Preparing your Confidential Record of Personal Financial Affairs may reveal areas where you will want to make changes or take some additional action. Make notes as to what you want to do, and attend to it promptly. It is very easy to put off estate and financial planning.

Your completed record is valueless if the booklet cannot be found by a family member or others who may be called on to manage your affairs. Tell those who might need the information the exact location of the booklet. And make it a point to keep the booklet up-to-date. An annual review of the booklet is strongly recommended.

The time you spend completing this booklet can produce major rewards for you, your family and all your other beneficiaries. We believe it will provide you with great personal satisfaction knowing that your financial affairs are in order and that you have taken steps to assume the effective management of your finances.

If our Council, or the members of our endowment development committee, can be of assistance in your tax, estate and financial planning, please feel free to call the Council Service Center at your convenience.

# INDIVIDUAL AND FAMILY BACKGROUND

Residence Address \_\_\_\_\_

Occupation \_\_\_\_\_ Social Security # \_\_\_\_\_

Date and place of birth \_\_\_\_\_

Location of birth certificate \_\_\_\_\_

Marital status (specify if married, single, divorced, etc.) \_\_\_\_\_

Maiden name if spouse \_\_\_\_\_

Date and place of marriage \_\_\_\_\_

Location of marriage certificate \_\_\_\_\_

If there was a pre-nuptial arrangements, location of papers \_\_\_\_\_

Prior marriages (date and place) \_\_\_\_\_

Nature of termination and date \_\_\_\_\_

Location of termination papers \_\_\_\_\_

Children (if any)

<i>Name</i>	<i>Address</i>	<i>Birthdate</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of father \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Name of mother \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Names and addresses of siblings:

<i>Name</i>	<i>Address</i>
_____	_____
_____	_____
_____	_____

# EMPLOYMENT, COMPENSATION AND BENEFITS

I am employed by \_\_\_\_\_

Date employed \_\_\_\_\_ Position or Title \_\_\_\_\_

Location of any employment agreement \_\_\_\_\_

## Compensation Arrangements

Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ Time of Payment \_\_\_\_\_

Incentive Pay: Amount \$ \_\_\_\_\_ How Paid \_\_\_\_\_

Remarks \_\_\_\_\_

## Employment Benefits

Medical Insurance

Brief description of benefits \_\_\_\_\_

Location of Papers \_\_\_\_\_

Group Life Insurance

Brief description \_\_\_\_\_

Owner of Policy \_\_\_\_\_

Primary beneficiary \_\_\_\_\_

Secondary beneficiary \_\_\_\_\_ Amount \$ \_\_\_\_\_

Disability Insurance

Brief description \_\_\_\_\_

Location of Papers \_\_\_\_\_

Pension Plan/Profit Sharing/Thrift Plan

Brief description \_\_\_\_\_

Location of Papers \_\_\_\_\_

Death Benefits are payable to \_\_\_\_\_

Value of Death Benefits \_\_\_\_\_

Form of Payout Elected \_\_\_\_\_

Keogh Plan  
Amount Invested \_\_\_\_\_ Type of Investment \_\_\_\_\_

Individual Retirement Account  
Amount Invested \_\_\_\_\_ Type of Investment \_\_\_\_\_

Location of IRA and Keogh documents \_\_\_\_\_

Deferred Compensation Plan  
Payable as a Lump Sum \$ \_\_\_\_\_ or Payable \$ \_\_\_\_\_ per Month for \_\_\_\_\_ Years.  
Location of Papers \_\_\_\_\_

Stock Option  
Nature of Option \_\_\_\_\_  
Restrictions \_\_\_\_\_  
Location of Documents \_\_\_\_\_

Other Employment Benefits \_\_\_\_\_

## TAX RECORDS

Location of copies of my income tax returns \_\_\_\_\_  
\_\_\_\_\_ Location of copies of gift tax returns  
\_\_\_\_\_ Controversies pending with IRS, or  
state and local tax authorities \_\_\_\_\_

My tax advisors are \_\_\_\_\_

## CLAIMS OR LAW SUITS

My assets may be affected by the following claims or law suits \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# WILLS AND TRUSTS

Have you executed a Will? \_\_\_\_\_ Date of execution \_\_\_\_\_

By whom was your Will drafted? \_\_\_\_\_

Who were the witnesses to the Will? \_\_\_\_\_

Where is the original copy of this Will located? \_\_\_\_\_

Name and address of executor of the Will \_\_\_\_\_

Trustee \_\_\_\_\_

Guardian \_\_\_\_\_

Special Instructions to Executor or Beneficiaries \_\_\_\_\_

Has your spouse executed a Will? \_\_\_\_\_ Date of execution \_\_\_\_\_

By whom was the Will drafted? \_\_\_\_\_

Who were the witnesses to the Will? \_\_\_\_\_

Where is the original copy of this Will located? \_\_\_\_\_

\_\_\_\_\_ Executor of the Will? \_\_\_\_\_

Trustee \_\_\_\_\_ Guardian \_\_\_\_\_

Have you created a living trust agreement? \_\_\_\_\_ How Many? \_\_\_\_\_

Are these agreements revocable or irrevocable? \_\_\_\_\_

Are any of the trusts related to a Pour Over provision in your Will? \_\_\_\_\_

Indicate the names and addresses of the trustees \_\_\_\_\_

Names and addresses of the beneficiaries \_\_\_\_\_

Approximate value of trusts \_\_\_\_\_

Nature of properties included in trusts \_\_\_\_\_

Location of these agreements \_\_\_\_\_

Names and addresses of the attorneys drafting these agreements \_\_\_\_\_

# BURIAL INSTRUCTIONS

Have you given instructions as to your funeral and burial preferences? \_\_\_\_\_

Are such instructions included within your Will? \_\_\_\_\_

Location of written instructions \_\_\_\_\_

Name and location of cemetery plot \_\_\_\_\_

Location of deed \_\_\_\_\_

## INVENTORY OF ACCUMULATED WEALTH

### Residential Real Estate:

Location \_\_\_\_\_

Description \_\_\_\_\_

Approximate Value \_\_\_\_\_ Mortgage \_\_\_\_\_

Name of Mortgagor \_\_\_\_\_

If the property is not in your name alone, who is the co-owner? \_\_\_\_\_

Is there a right of survivorship? \_\_\_\_\_

Location of deed and other documents \_\_\_\_\_

Location \_\_\_\_\_

Description \_\_\_\_\_

Approximate Value \_\_\_\_\_ Mortgage \_\_\_\_\_

Name of Mortgagor \_\_\_\_\_

If the property is not in your name alone, who is the co-owner? \_\_\_\_\_

Is there a right of survivorship? \_\_\_\_\_

Location of deed and other documents \_\_\_\_\_

Location \_\_\_\_\_

Description \_\_\_\_\_

Approximate Value \_\_\_\_\_ Mortgage \_\_\_\_\_

Name of Mortgagor \_\_\_\_\_

If the property is not in your name alone, who is the co-owner? \_\_\_\_\_

Is there a right of survivorship? \_\_\_\_\_

Location of deed and other documents? \_\_\_\_\_

**Non-residential Real Estate**

Location \_\_\_\_\_  
Description \_\_\_\_\_  
Approximate Value \_\_\_\_\_ Mortgage \_\_\_\_\_  
Name of Mortgagor \_\_\_\_\_  
Is property leased? \_\_\_\_\_ Name of lessee \_\_\_\_\_  
Duration of lease \_\_\_\_\_ Annual rent \_\_\_\_\_  
If the property is not in your name alone, who is the co-owner(s)? \_\_\_\_\_  
\_\_\_\_\_

Location \_\_\_\_\_  
Description \_\_\_\_\_  
Approximate Value \_\_\_\_\_ Mortgage \_\_\_\_\_  
Name of Mortgagor \_\_\_\_\_  
Is property leased? \_\_\_\_\_ Name of lessee \_\_\_\_\_  
Duration of lease \_\_\_\_\_ Annual rent \_\_\_\_\_  
If the property is not in your name alone, who is the co-owner(s)? \_\_\_\_\_  
\_\_\_\_\_

Location \_\_\_\_\_  
Description \_\_\_\_\_  
Approximate Value \_\_\_\_\_ Mortgage \_\_\_\_\_  
Name of Mortgagor \_\_\_\_\_  
Is property leased? \_\_\_\_\_ Name of lessee \_\_\_\_\_  
Duration of lease \_\_\_\_\_ Annual rent \_\_\_\_\_  
If the property is not in your name alone, who is the co-owner(s)? \_\_\_\_\_  
\_\_\_\_\_

Location of lease documents \_\_\_\_\_  
\_\_\_\_\_

Deeds to non-residential real estate are located \_\_\_\_\_  
\_\_\_\_\_

Comments on real estate owned \_\_\_\_\_  
\_\_\_\_\_

**Stock Held:**

<i>Company</i>	<i>Shares</i>	<i>Date Purchased</i>	<i>Cost</i>	<i>Value</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name of co-owner, if any \_\_\_\_\_  
Special dividend arrangements are \_\_\_\_\_  
Stock Certificates are located \_\_\_\_\_  
Comments on stock holdings \_\_\_\_\_

**U.S. Savings Bond:**

Serial No.	Type	Date Purchased	Value	Co-owner
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

These bonds are located at \_\_\_\_\_

**Mutual Shares:**

Company	Shares	Date Purchased	Cost	Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If any shares are not solely owned by you, the co-owner(s) is \_\_\_\_\_  
\_\_\_\_\_ These shares are located  
at \_\_\_\_\_

If any of the above securities are pledged against loans, the name of the lender is \_\_\_\_\_  
\_\_\_\_\_

## Life Insurance Policies

### *Policies on your own life*

Policy Number \_\_\_\_\_ Company \_\_\_\_\_

Principal Amount \_\_\_\_\_ Cash Value \_\_\_\_\_

Beneficiaries \_\_\_\_\_

Loans against the policy are \_\_\_\_\_

Policy Number \_\_\_\_\_ Company \_\_\_\_\_

Principal Amount \_\_\_\_\_ Cash Value \_\_\_\_\_

Beneficiaries \_\_\_\_\_

Loans against the policy are \_\_\_\_\_

Policy Number \_\_\_\_\_ Company \_\_\_\_\_

Principal Amount \_\_\_\_\_ Cash Value \_\_\_\_\_

Beneficiaries \_\_\_\_\_

Loans against the policy are \_\_\_\_\_

Have any settlement options been elected in regard to these policies? \_\_\_\_\_

Location of policies \_\_\_\_\_

### *Policies you own on the life of another*

Policy Number \_\_\_\_\_ Company \_\_\_\_\_

Principal Amount \_\_\_\_\_ Cash Value \_\_\_\_\_

Insured \_\_\_\_\_ Address \_\_\_\_\_

Beneficiaries \_\_\_\_\_

Loans against the policy are \_\_\_\_\_

Location of policies and related documents \_\_\_\_\_

### *Policies owned by others on your life*

Policy Number \_\_\_\_\_ Company \_\_\_\_\_

Principal Amount \_\_\_\_\_ Cash Value \_\_\_\_\_

Owner \_\_\_\_\_ Relationship \_\_\_\_\_

Beneficiaries \_\_\_\_\_

Loans against the policy are \_\_\_\_\_

**Bank Accounts**

***Checking Accounts***

<i>Bank</i>	<i>Account Number</i>	<i>Co-owner</i>	<i>Average Balance</i>
_____	_____	_____	_____
_____	_____	_____	_____

***Savings Accounts***

<i>Bank</i>	<i>Account Number</i>	<i>Co-owner</i>	<i>Average Balance</i>
_____	_____	_____	_____
_____	_____	_____	_____

Indicate which accounts are in trust for another \_\_\_\_\_

***Certificates of Deposit***

Institution holding \_\_\_\_\_

Amount \_\_\_\_\_ Maturity date \_\_\_\_\_

Co-owners \_\_\_\_\_

Institution holding \_\_\_\_\_

Amount \_\_\_\_\_ Maturity date \_\_\_\_\_

Co-owners \_\_\_\_\_

***Safety Deposit Boxes***

<i>Box Location</i>	<i>Box Number</i>	<i>Key Location</i>
_____	_____	_____

Persons having access \_\_\_\_\_

Person who has the power to sign checks for me \_\_\_\_\_

Bank books and bank records are located \_\_\_\_\_

The bank and banker I prefer to work with is \_\_\_\_\_

## Business and Professional Interests

### *Nature of Ownership*

Do you have ownership in a business or profession? \_\_\_\_\_ is the business a proprietorship? \_\_\_\_\_ a partnership? \_\_\_\_\_ a corporation? \_\_\_\_\_ if you do not have sole interest, what is the % of your ownership? \_\_\_\_\_

The other owners of the business or profession are:

<i>Name</i>	<i>Age</i>	<i>Percentage of Ownership</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

### *Sale of the Business after Death*

Is your estate committed to sell the business after your death? \_\_\_\_\_

Indicate the parties to this agreement \_\_\_\_\_

Date of agreement \_\_\_\_\_ Sources of funds to carry out transaction \_\_\_\_\_

What is the value of business \_\_\_\_\_ Your interest in it \_\_\_\_\_

Location of relevant documents \_\_\_\_\_

### **Tangible Personal Property**

Do you maintain a list of your valuable possessions? \_\_\_\_\_ If so, where is this list located \_\_\_\_\_

Indicate the major items of value within each category

Automobiles \_\_\_\_\_

Home Furnishing \_\_\_\_\_

Jewelry \_\_\_\_\_

Antiques and Art \_\_\_\_\_

Other Tangibles \_\_\_\_\_

## Intangible Personal Properties

Are you the beneficiary of a trust? \_\_\_\_\_ Description of the trust: \_\_\_\_\_

Do you own or possess a right to any other intangibles such as patents, copyrights, trademark and royalties? \_\_\_\_\_ Description of properties and their approximate values \_\_\_\_\_

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## Future or Contingent Assets

*Nature of Expectancy*

*Approximate Value*

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Location of relevant papers \_\_\_\_\_

## Liabilities

I owe money or am financially obligated to \_\_\_\_\_

Amount \$ \_\_\_\_\_ Location of note \_\_\_\_\_

Due Date \_\_\_\_\_ Collateral \_\_\_\_\_

Terms of Payment \_\_\_\_\_

I owe money or am financially obligated to \_\_\_\_\_

Amount \$ \_\_\_\_\_ Location of note \_\_\_\_\_

Due Date \_\_\_\_\_ Collateral \_\_\_\_\_

Terms of Payment \_\_\_\_\_

I owe money or am financially obligated to \_\_\_\_\_

Amount \$ \_\_\_\_\_ Location of note \_\_\_\_\_

Due Date \_\_\_\_\_ Collateral \_\_\_\_\_

Terms of Payment \_\_\_\_\_

Are any liabilities secured? \_\_\_\_\_

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# CONCLUDING INFORMATION

## Personal advisors

Indicate the name, address and telephone number of your:

Physician \_\_\_\_\_

Clergyman \_\_\_\_\_

Insurance Agent \_\_\_\_\_

Attorney \_\_\_\_\_

Trust Officer \_\_\_\_\_

Accountant \_\_\_\_\_

Investment Broker \_\_\_\_\_

Tax Consultant \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Church and Educational Background

My high school alma mater is \_\_\_\_\_

The date of my graduation was \_\_\_\_\_

My college alma mater is \_\_\_\_\_

The date of my graduation was \_\_\_\_\_

My graduate or professional school \_\_\_\_\_

Date graduated \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

Church attended \_\_\_\_\_