

WILL PLANNING BOOKLET

A Guide for Preparing Your Will
And for Presentation to Your Lawyer

*For Your Family...
...and the Family of Faith*

Compliments of:





Your Wills Worksheet

This Wills Worksheet has been designed to help you prepare for a visit to your attorney to prepare your will. You should disclose fully to your attorney all the facts concerning your property.

For your attorney to do a proper job, he or she must know what you have and where it is located. You can use this worksheet to supply your attorney with personal information about you, your family, and others to whom you wish to give part of your estate. This information is needed to draw the will that meets your particular needs and desires.

Before visiting your attorney, make a memorandum of your personal affairs. This worksheet, when completed by you, can be part of that memorandum and can assist your lawyer in advising you and in drawing your will.

Make several copies of the memorandum. Keep one where your spouse, your executor or a close family member or friend can find it if an emergency occurs. This memorandum will be extremely helpful to your executor in administering your estate. You should review and update the memorandum and the worksheet at least once a year.

National studies show that one out of every two adults in the United States dies without a will. When this happens, the result is a legacy of practical problems for the survivors.

For example, when there is no will, the family learns that the courts will determine how the estate of the deceased will be distributed. In lieu of a valid will, the laws of descent and distribution ultimately determine who will receive what from the material goods left by the deceased. The family has no say.

If you have yet to prepare a will, the United Methodist Men Foundation (UMMF) hopes that this "Wills Worksheet," which you can complete in the privacy of your home, will help you organize the financial information your attorney needs to prepare your will. (If you do not have an attorney, you can call the United Methodist Men Foundation at 340-7149, and we will provide you with the names of attorneys who specialize in the preparation of wills.)

Many benefactors elect to remember the United Methodist Men Foundation in their wills. Some do so to perpetuate their charitable intentions for generations into the future. Others do so to solve a problem - estate taxes, for example - unique to their financial situation.

For example, one benefactor used his will to bequeath a lovely home to United Methodist Men Foundation. Proceeds from the sale of the home, astutely invested will enable United Methodist Men Foundation to support various men's and scouting ministries for many years to come.

United Methodist Men Foundation honors its planned-gift benefactors by awarding them membership in its Good Samaritan Guild. Some members are enrolled posthumously because they chose not to tell the UMMF about the bequest while they were alive. Others are enrolled during their lifetime because they tell us they have remembered UMMF in their wills, or they purchase a charitable gift annuity or make an endowment.

Every month special prayer is said by volunteers on duty in the Upper Room Prayer Center for the repose of the souls of deceased members and for the special intentions of living members. In addition, the names of all members are permanently inscribed in the Good Samaritan Guild Book, which will soon go on display in the lobby of the United Methodist Men Foundation in Nashville, TN.

We hope that you will benefit from using this "Wills Worksheet." If we can help, please call the United Methodist Men Foundation at 615-340-7145.

The United Methodist Men Foundation
1000 17th Ave. S.
Nashville, TN 37212
615-340-7145
email: lcoppock@gcummm.org

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 person wishes to account 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 sustain themselves to the best of their ability; to provide for their families; to care for others, especially the poor and oppressed; and to provide for the spiritual works of the kingdom of God represented 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, 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.

This 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 or 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 this booklet as complete as possible. In some cases you may not be able to find specific documents. If 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

1. Name: _____

2. _____ Single _____ Married _____ Divorced

3. Legal Residence Address: _____

City _____ State _____ Zip Code _____

4. Date of Birth: _____ Place of Birth: _____

5. Spouse's Name: _____ Spouse's Date of Birth _____

Married at _____ Date: _____

6. Children:

Name

Date of Birth

Address

<u>Name</u>	<u>Date of Birth</u>	<u>Address</u>

7. Other Dependents:

Name

Date of Birth

Relationship

Address

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship</u>	<u>Address</u>

8. Social Security Number: Yours _____ Spouse: _____

9. Employer's name and address: _____

10. Veteran? _____ Yes _____ No

Discharge papers located at: _____

11. The Will:

Do you have a Will? _____ Yes _____ No _____ Date written

Does spouse have a Will? _____ Yes _____ No _____ Date written

Will(s) located at: _____

Executor's (Personal Representative) name and address:

Attorney who prepared Will - name and address:

12. 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:

Are you a beneficiary of a Trust? _____ Yes _____ No

13. Do you have a Safe Deposit Box? _____ Yes _____ No

Bank: _____

It is held jointly with: _____

Where is key? _____

14. Records and Certificates:

Birth and/or Citizenship and Marriage Certificates located at:

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

Life insurance policies located at: _____

Stock and bond certificates located at: _____

15. Do you have a Cemetery plot or Mausoleum space? _____ Yes _____ No

Located at: _____

Deed of Ownership located at: _____

NET WORTH WORKSHEET

A. ASSETS

1. Cash (savings and checking accounts, CDs)

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

2. 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:				\$ _____	

3. Annuities:

<u>Description</u>	<u>Beneficiary</u>	<u>Purchase Price</u>	<u>Present Value</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Total Present Value:			\$ _____

4. 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:				\$ _____	\$ _____

5. Stocks and Bonds (include mutual funds):

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

Total Value: \$ _____

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

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

Total Vested Interest: \$ _____

7. Business Interests Owned (Proprietorship, Partnership, Corporation):

<u>Firm Name</u>	<u>Address</u>	<u>Basis</u>	<u>Cost Value of Interest</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Total: \$ _____

8. Debts Due Me (mortgages held or notes receivable):

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

Total Due: \$ _____

9. Special and Personal Assets:
(Automobiles, jewelry, furniture, boats, paints, collections, etc.)

<u>Description</u>	<u>Date of Purchase</u>	<u>Joint (Community) or Sole (Separate)?</u>	<u>Cost Basis</u>	<u>Current Value Purchase</u>
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
				Total: \$ _____

10. Transfer by Gift:

<u>Type of Asset</u>	<u>Cost Basis</u>	<u>Value of Gift</u>	<u>Year of Gift</u>	<u>To Whom</u>	<u>Gift Tax Paid if Any</u>
_____	\$ _____	\$ _____	_____	_____	\$ _____
_____	\$ _____	\$ _____	_____	_____	\$ _____
_____	\$ _____	\$ _____	_____	_____	\$ _____
					Total Value of Gifts: \$ _____

11. Other Assets that may be included in your estate because of your person interest or relationship:
(Interest in a Trust or estate, royalties, patents, etc.)

<u>Description</u>	<u>Approx. Current Value</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		Total: \$ _____

Total of all Assets: \$ _____

B. LIABILITIES

1. Mortgages:

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

Total: \$ _____

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

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

Total: \$ _____

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

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

Total: \$ _____

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

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

Total: \$ _____

5. 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 another organization, state the amount and name of the beneficiary.

Specific Bequests:

<u>Person or Organization</u>	<u>Address</u>	<u>Item, Property or Sum 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 circumstances it would be well to name an alternate executor or 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 folder 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 out 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 provision 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 obligations 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 your 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

TRUSTS

There are other very important ways by which you can accomplish your financial goals both during your lifetime and beyond your lifetime. Trusts can be a means of providing you financial gain now for yourself, for your family and for Christ and His Church. A trust can give you significant income tax savings, increase your spendable income, conserve the value of property, avoid excessive estate tax and costs, and provide a charitable gift. The government encourages charitable giving by allowing special tax benefits for gifts in trust.

A Charitable Trust can pay a fixed income or a variable income, whichever best suits your needs. Federal tax law provides that a charitable deduction for a gift in trust will be allowed if the trust qualifies as either a "Charitable Remainder Annuity Trust" or a "Charitable Remainder Unitrust."

Annuity Trust: Pays a fixed annual income in dollars, not less than 5% of the initial net fair market value of the assets placed in trust.

Unitrust: Pays an annual income at a fixed percentage of not less than 5% of the value of the trust assets as appraised annually.

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 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 on any of these ideas. All such inquiries are held in strict confidence and are without obligation.

Please let us know how we can assist you...

For Your Family...and the Family of Faith

For more information, or to arrange a confidential meeting, please call or write:

Mr. Larry Coppock
Executive Director
United Methodist Men Foundation
1001 19th Ave. S.
Suite 170
Nashville, TN 37212
(615) 340-7149
(616) 340-1770 FAX
lcoppock@gcumm.org

The information contained in this publication is not
intended as legal advice; for this, see your attorney.

SAMPLE

LIVING WILL

I, _____, willfully and voluntarily make known my desire that my dying shall not be artificially prolonged under the circumstances set forth below, and do hereby declare:

If, at any time, I should have a terminal condition and my attending physician has determined that there can be no recovery from such condition and my death is imminent, where the application of life-prolonging procedures would serve only to artificially prolong the dying process, I direct that such procedures be withheld or withdrawn, and that I be permitted to die naturally with only the administration of medications or the performance of any medical procedure deemed necessary to provide me with comfortable care or to alleviate pain.

In the absence of my ability to give directions regarding the use of such life-prolonging procedures, it is my intention that this declaration shall be honored by my family and physician as the final expression of my legal right to refuse medical or surgical treatment and accept the consequences of such refusal.

I understand the full import of this declaration, and I am emotionally and mentally competent to make this declaration. In acknowledgment whereof, I do hereinafter affix my signature on this the _____ day of _____,

STATE OF TENNESSEE

COUNTY OF SHELBY

We, the subscribing witnesses hereto, are personally acquainted with and subscribe our names hereto at the request of the declarant, an adult, whom we believe to be of sound mind, fully aware of the action taken herein and its possible consequence.

We, the undersigned witnesses, further declare that we are not related to the declarant by blood or marriage; that we are not entitled to any portion of the estate of the declarant upon his decease under any will or codicil thereto presently existing or by operation of law then existing; that we are not the attending physician, an employee of the attending physician or a health facility in which the declarant is a patient; and that we are not a person who, at the present time, has a claim against any portion of the estate of the declarant upon his death.

WITNESS

WITNESS

SWORN TO AND ACKNOWLEDGED BEFORE ME by _____
_____, the declarant, and subscribed and sworn to before me by
_____ and _____
witnesses, this ____ day of _____,

Notary Public

My Commission Expires:

The United Methodist Men Foundation
1000 17th Ave. S.
Nashville, TN 37212
615-340-7145
email: lcoppock@gcumm.org

The Charitable Gift Annuity

Some benefactors become members of the United Methodist Men Foundation by establishing a charitable gift annuity. By doing this, they guarantee themselves income for life, tax benefits, and membership in the United Methodist Men Foundation.

For those who are unfamiliar with a gift annuity, here's how it works: You give United Methodist Men Foundation a gift of \$5,000 or more in cash, stocks, bond, real estate or jewelry. We then invest the proceeds and make regular income payments to you for life. We can also make payments to your spouse, for life, if that is your wish.)

The amount of each income payment is determined by two factors:

- * your age at the time you create your annuity, and
- * the age at which you receive your first payment.

Payments can begin shortly after the annuity is created or years from now – whichever is more beneficial to you and your family.

A charitable gift annuity also offers another major benefit. In addition to income for life, you will receive a tax deduction in the year you create the annuity, as well as in future years.

If you will complete the coupon on the next page and return it to United Methodist Men Foundation, we will provide you with information relative to a charitable gift annuity tailored to your specifications. We will tell you the amount of your regular income benefit as well as your tax savings this year and in future years.

There is no obligation when you select this service.

Annuity Information Coupon

Please send me information on an annuity, based on the following information:

1. One-life Two-life (please complete Item 4)
2. Amount: \$5,000 \$10,000 Other \$
3. Name
Address:
City:
State: Zip:
Date of birth (first person)
4. Date of birth (second person)

.....
Please mail this coupon to:

The United Methodist Men Foundation
1000 17th Ave. S.
Nashville, TN 37212
615-340-7145
email: lcoppock@gcumm.org
.....