# Will Planning Guide
# and
# Personal Inventory

*This booklet provides a guide and inventory composed of many sections. Please do not let them overwhelm you as you approach the important Christian stewardship step of preparing to write or update your will by reviewing your personal inventory.*

*Your possessions are a blessing from God. What happens to them after your death can become a blessing to others. Prayerfully consider your choices and do not hesitate to contact us at no cost or obligation if questions arise.*

American Baptist
FOUNDATION
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# SECTION I: FAMILY

**Name:** ______________________________________________________________________

Date of Birth: ________________ Birthplace: __________________________________

Soc. Sec. No: ________________ Maiden Name, if applicable: ____________________

**Marital Status:** Single _____ Married _____ Date married ____________ Widowed _____

Previous marriage? _____ If so, how ended? Death ______ Divorce ______

When terminated? _____________ Where? ________________________________

**Spouse:** _____________________________________________________________________

Date of Birth: ________________ Birthplace: __________________________________

Soc. Sec. No: ________________ Maiden Name, if applicable: ____________________

Previous marriage? ______ If so, how ended? Death ______ Divorce ______

When terminated? _____________ Where? ________________________________

**Children:** (*Also list grandchildren who are the issue of children who have predeceased you. Mark with an* *.)

(A) Name ____________________________________ Birth Date ____/____/_______

Address ___________________________________ Son _____ Daughter _____

(B) Name ____________________________________ Birth Date ____/____/_______

Address ___________________________________ Son _____ Daughter _____

(C) Name ____________________________________ Birth Date ____/____/_______

Address ___________________________________ Son _____ Daughter _____

(D) Name ____________________________________ Birth Date ____/____/_______

Address ___________________________________ Son _____ Daughter _____

Children by your previous marriage:

(A) Name ____________________________________ Birth Date ____/____/______

Address ___________________________________ Son _____ Daughter _____

(B) Name ____________________________________ Birth Date ____/____/______

Address ___________________________________ Son _____ Daughter _____

(C) Name ____________________________________ Birth Date ____/____/______

Address ___________________________________ Son _____ Daughter _____

Children by spouse's previous marriage:

(A) Name ____________________________________ Birth Date ____/____/______

Address ___________________________________ Son _____ Daughter _____

(B) Name ____________________________________ Birth Date ____/____/______

Address ___________________________________ Son _____ Daughter _____

(C) Name ____________________________________ Birth Date ____/____/______

Address ___________________________________ Son _____ Daughter _____

**Residence Address:** Street ______________________________ City _____________________

County ___________________ State ______ Zip ______ Phone (____) _____________

**Business or 2nd Home:** ____________________________________________________________

__________________________________________________ Phone (____) _____________

**Other Family, Friends, and Organizations I am Including in My Will:** (*If the wills of you and your spouse are not to be identical, both need to complete the following blanks as well as Section IV and Section V.*)

Name ________________________________________ Relationship ________________

Address ___________________________________________________________________

Name ________________________________________ Relationship ________________

Address ___________________________________________________________________

Name ________________________________________ Relationship ________________

Address ___________________________________________________________________

Name ________________________________________ Relationship ________________

Address ___________________________________________________________________

Name ________________________________________ Relationship ________________

Address ___________________________________________________________________

You may wish to include in your will some or all of the following American Baptist organizations.

1) Your local church (*where you are a member when you die and/or another one*)

Church Name ___________________________ Address _________________________

2) The American Baptist region that serves your church

Region Name ______________________________________________________________

3) The American Baptist mission organizations that serve from the Mission Center at:

P.O. Box 851
Valley Forge, PA 19482

Their legal names are:
American Baptist Foreign Mission Society
(*known as International Ministries; employment identification number: 13-556-3392*)

The American Baptist Home Mission Society
(*known as National Ministries; employment identification number: 13-560-2314*)

Note: *Naming the* **American Baptist Foundation** *in your will provides an easy way to support the missions of the regions, International Ministries, and National Ministries.*

# SECTION II: ASSETS AND LIABILITIES

In this section you may record your assets and liabilities. If there is insufficient space – for example, you have more than six Certificates of Deposit – attach a separate sheet and record the total below. Refer to the separate sheet for details. Separate sheets or the use of pencil may also be desirable in those cases where assets are changed often.

In recording your assets, you may indicate "ownership" according to the following abbreviations:
**M** = myself only, **S** = spouse only, **J** = jointly with other(s), **O** = other (*e.g., community property or in trust for someone*)

## ASSETS

**Cash** (*checking, savings, money market accounts*)

| Bank | Account # | Branch | Ownership | Amount |
|---|---|---|---|---|
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |

**Stocks** (*For each stock indicate where the certificates are held; use * for those in your possession, ** for those held at your broker's office. Indicate your broker in Section V, page 11.*)

| Company | # of Shares | Date Acquired | Cost Basis | Ownership |
|---|---|---|---|---|
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |

**Certificates of Deposit**

| Issuer | Amount | Maturity Date | Interest Rate | Ownership |
|---|---|---|---|---|
| | $ | | | |
| | $ | | | |
| | $ | | | |
| | $ | | | |
| | $ | | | |
| | $ | | | |

**Bonds** (*For "Type" of bond you may use:* **U** = *U. S.*, **M** = *municipal*, ***A*** = *agency*, **C** = *commercial*)

| Issuer & Type | Face Amount | Maturity Date | Coupon Rate | Cost Basis | Ownership |
|---|---|---|---|---|---|
| | $ | | | $ | |
| | $ | | | $ | |
| | $ | | | $ | |
| | $ | | | $ | |
| | $ | | | $ | |
| | $ | | | $ | |

**Mutual Funds**

| Name of Fund | Units | Ownership | Cost Basis | Date of 1st Purchase |
|---|---|---|---|---|
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |
| | | | $ | |

**Real Estate** (*"Type" can be:* **H** = *home*, **I** = *improved investment*, **U** = *unimproved investment*, ***2*** = *2nd home or vacation home*)

| Address (*including state*) | Type | Cost Basis | Purchase Date | Mortgage Date | Mortgage Balance |
|---|---|---|---|---|---|
| | | $ | | | $ |
| | | $ | | | $ |
| | | $ | | | $ |
| | | $ | | | $ |
| | | $ | | | $ |

**Life Insurance Policies** (*"Owner:"* **1** = *I own on my life*, **2** = *another owns on my life*, **3** = *I own on another's life; "Type:"* **W** = *whole life*, **U** = *universal life*, **T** = *term*, **O** = *other*)

| Issuing Company | Policy Number | Face Amount | Issue Date | Owner | Type |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Retirement Accounts** (*"Type:" **I** = IRA, **K** = Keogh, **C** = company, **4** = 401(k) or 403(b), **D** = deferred annuity, or* **O** *= other*)

| Company Making Payments or Financial Institution Managing Assets | Type | Annual Income | Starting Date |
|---|---|---|---|
| | | $ | |
| | | $ | |
| | | $ | |

**Other Assets** (*such as annuities, trusts, partnerships, royalties, business interests, notes, accounts receivable, collectibles, heirlooms, household furniture, vehicles, personal items, etc.*)

| Description | Location | Cost Basis | Fair Market Value |
|---|---|---|---|
| | | $ | $ |
| | | $ | $ |
| | | $ | $ |
| | | $ | $ |
| | | $ | $ |
| | | $ | $ |
| | | $ | $ |
| | | $ | $ |

## LIABILITIES

**Credit Card Debt**

| Company | Account Number | If Lost, Phone | Average Balance |
|---|---|---|---|
| | | | $ |
| | | | $ |
| | | | $ |
| | | | $ |
| | | | $ |
| | | | $ |

**Notes or Loans** (*including mortgages on real estate listed on page 5*)

| Payments to Whom | Collateral | Initial Amount | Payments per ? | Final Payment Due |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## ESTATE VALUE

Total each category on the previous three pages and record the amount in the spaces provided below. *(Annually reevaluate and record. There are spaces for four evaluations.)*

| Category | Evaluated on __/__/__ | Evaluated on __/__/__ | Evaluated on __/__/__ | Evaluated on __/__/__ |
|---|---|---|---|---|
| Cash | $ ________ | $ ________ | $ ________ | $ ________ |
| Stocks | $ ________ | $ ________ | $ ________ | $ ________ |
| Cert. of Deposit | $ ________ | $ ________ | $ ________ | $ ________ |
| Bonds | $ ________ | $ ________ | $ ________ | $ ________ |
| Mutual Funds | $ ________ | $ ________ | $ ________ | $ ________ |
| Real Estate | $ ________ | $ ________ | $ ________ | $ ________ |
| Insurance | $ ________ | $ ________ | $ ________ | $ ________ |
| Retirement | $ ________ | $ ________ | $ ________ | $ ________ |
| Other | $ ________ | $ ________ | $ ________ | $ ________ |
| Total Assets | $ ________ | $ ________ | $ ________ | $ ________ |
| (*Less*) | | | | |
| Credit Cards | ($ ________) | ($ ________) | ($ ________) | ($ ________) |
| Notes, Loans | ($ ________) | ($ ________) | ($ ________) | ($ ________) |
| Net Total | $ ________ | $ ________ | $ ________ | $ ________ |

Gathering the information on the preceding pages will help you, your attorney, and your personal representative. Of equal importance is to list below the valuables or evidence of them you have in secure locations – beyond what you have already listed under “Other Assets” on page 6 (*e.g., a payment receipt for a Certificate of Deposit held at your bank*).

| Location | Items Found There |
|---|---|
| Home in a (file, | ________________ |
| safe, or ________ | ________________ |
| ____________ | ________________ |
| ____________) | ________________ |
| Safe Deposit Box | ________________ |
| located at: ______ | ________________ |
| ____________ | ________________ |
| ____________ | ________________ |
| Other Location(s): | ________________ |
| ____________ | ________________ |
| ____________ | ________________ |
| ____________ | ________________ |

## SECTION III: INCOME

In making estate-planning decisions, the amount of your current and future income is central. The tax-wise time to make gifts to family or your church may be before you are deceased. However, gifts that cause financial hardship are best delayed until death. To help you in determining your income, this section is included.

Three columns are included for income amounts, current and two points in the future. This allows you to evaluate income three times or to plan now what your income will be at future dates, for example, at retirement.

| Income Source | Current Amount | Estimate as of ___/___/_____ | Estimate as of ___/___/_____ |
|---|---|---|---|
| Job -- Own | $ ______________ | $ ______________ | $ ______________ |
| Job -- Spouse | $ ______________ | $ ______________ | $ ______________ |
| Social Security | $ ______________ | $ ______________ | $ ______________ |
| Retirement | $ ______________ | $ ______________ | $ ______________ |
| Gifts | $ ______________ | $ ______________ | $ ______________ |
| Asset Income: | | | |
| Cash | $ ______________ | $ ______________ | $ ______________ |
| Stocks | $ ______________ | $ ______________ | $ ______________ |
| Cert. of Deposit | $ ______________ | $ ______________ | $ ______________ |
| Bonds | $ ______________ | $ ______________ | $ ______________ |
| Mutual Funds | $ ______________ | $ ______________ | $ ______________ |
| Real Estate | $ ______________ | $ ______________ | $ ______________ |
| Insurance | $ ______________ | $ ______________ | $ ______________ |
| Retirement Accounts | $ ______________ | $ ______________ | $ ______________ |
| Other Assets | $ ______________ | $ ______________ | $ ______________ |
| TOTAL | $ ______________ | $ ______________ | $ ______________ |

COMMENTS:

# SECTION IV: DISPOSITION OF ESTATE

In this booklet the word “will” has been used to identify “a legal device for distributing your estate.” Of course, there are many other legal vehicles for making dispositions – trusts of various kinds, beneficiary designations on contracts such as insurance policies, and named beneficiaries on agreements like brokerage and bank accounts. It is probable that you will utilize several of these devices to fulfill your estate distribution plan. In this guide the term “will,” therefore, refers to the entire plan.

Your will makes a statement. It reflects who and what have been important to you – how you have invested your time and energies. In a sense your will can become a statement of your faith as it directs how the assets you've accumulated over a lifetime will be distributed. Some Christians have chosen to include a literal faith statement through a Christian preamble. This personal word can give witness to your faith in Jesus Christ and to your commitment to the church in sharing the Good News.

Wills can be simple or complex, depending on your needs and desires. Traditionally, wills have been simple in format. A simple will directs the payment of debts and then distributes the remaining resources to individuals or institutions by specific item, by amount, or by percentage. For some, such a will is appropriate and accomplishes their goals.

Others may need a more complex will. The possible ways to divide and distribute an estate are too numerous to address here. But the best way to prepare for discussing your will with your attorney is to begin by identifying what you want to achieve with your accumulated assets. Whom or what do you want to support? Do you have a relative who may need special or ongoing care after you are gone?

Most of us may want a will composed of both types of bequests – direct gifts as well as goals needing special instructions and administration to be accomplished. The following provides space to list both bequest types. There is also a place to record contingency bequests. Here you would list individuals or institutions to receive a bequest in the event that the originally named persons are no longer living or the institutions no longer exist. Contingency bequests are also useful when your estate is larger than the total of your specific bequests.

It is important that you communicate clearly with your attorney so that there is an understanding of what you wish to accomplish. Only then can a will be designed so that it is a true statement of your wishes as well as your faith.

1) Record goals you wish your will to accomplish. Several common choices include:

    ______ I wish to recognize special needs of a child or other relative.

    ______ I wish to provide for my spouse.

    ______ I wish to help provide a college education for my grandchildren.

    ______ I wish to fulfill the remainder of my financial pledge to my church.

    ______ I wish to give a specific gift to a dear friend.

    ______ I wish to provide support for American Baptist ministry and mission.

    Other goals:

    ______________________________________________

    ______________________________________________

    ______________________________________________

    ______________________________________________

    ______________________________________________

2) Record specific bequests you desire, remembering your goals.

| Name | Objects or Amount (*specific or percentage*) |
|---|---|
| ______________________ | __________________________________________________ |
| ______________________ | __________________________________________________ |
| ______________________ | __________________________________________________ |
| ______________________ | __________________________________________________ |
| ______________________ | __________________________________________________ |

3) Record contingency bequests. (*List how you wish the remaining portion of your estate to be distributed after bequests in the prior section have been satisfied.*)

| Name | Specific Gift or Percentage |
|---|---|
| ______________________ | __________________________________________________ |
| ______________________ | __________________________________________________ |
| ______________________ | __________________________________________________ |
| ______________________ | __________________________________________________ |
| ______________________ | __________________________________________________ |

An executor or personal representative is responsible for carrying out the terms of your will. Below please indicate a first and second choice. If you have minor children, indicate your choices for a guardian for the care of the children and a guardian for their estate.

**Executor** (*Your spouse may act as your executor; if your executor is not a relative, he/she should be a resident of your state.*)

1st choice ________________________________________ Bonded? (*Y/N*) __________

Address ______________________________________________________________

2nd choice ________________________________________ Bonded? (*Y/N*) __________

Address ______________________________________________________________

**Guardian for Care of Minor Children** (*need not be a resident of your state*)

1st choice ___________________________________ Relationship _________________

Address ______________________________________________________________

2nd choice ___________________________________ Relationship _________________

Address ______________________________________________________________

**Guardian for Management of Estate of Children** (*easier if state resident*)

1st choice ___________________________________ Relationship _________________

Address ______________________________________________________________

2nd choice ___________________________________ Relationship _________________

Address ______________________________________________________________

## SECTION V: ADVISERS AND REPRESENTATIVES

Indicate in the spaces below your current advisers and representatives.

Pastor ______________________________ Phone ____________________

Church ________________________________________________________

Physician ______________________________ Phone ____________________

Address ________________________________________________________

Physician ______________________________ Phone ____________________

Address ________________________________________________________

Trust Officer ______________________________ Phone ____________________

Firm ________________________________________________________

Broker ______________________________ Phone ____________________

Firm ________________________________________________________

Insurance Agent ______________________________ Phone ____________________

Address ________________________________________________________

Accountant ______________________________ Phone ____________________

Address ________________________________________________________

Attorney ______________________________ Phone ____________________

Firm ________________________________________________________

Other ______________________________ Phone ____________________

Firm ________________________________________________________

As you age, you may not be able to care for yourself physically or mentally. If this occurs, it is important that someone you trust has legal authority to provide such care. A durable power of attorney gives the legal authority to an individual to act on your behalf. A durable medical power of attorney allows someone to make medical decisions on your behalf. Both of these powers give significant authority over your life. So, you will want to choose these people very carefully.

**DURABLE POWER OF ATTORNEY** (*Can be spouse. If not, should be younger than you.*)

1st Choice ______________________________ Relative? ____________________

Address ________________________________________________________

2nd Choice ______________________________ Relative? ____________________

Address ________________________________________________________

**MEDICAL POWER OF ATTORNEY** (*Check to see restrictions in your state.*)

1st Choice ______________________________ Relative? ____________________

Address ________________________________________________________

2nd Choice ______________________________ Relative? ____________________

Address ________________________________________________________

**A FINAL WORD**

As suggested by the title, the purpose of this workbook is to help you to clarify your objectives and inventory your estate in preparation for writing or revising your will. If you have completed the booklet, you now have the necessary information to present to your attorney for drafting your will in proper legal form, according to your wishes.

Please feel free to duplicate pages of this booklet since it has been prepared for your benefit. You may even want to retain the original and share a copy with your attorney so that each of you has a point of reference.

Throughout the preceding pages the emphasis has been on **your** assets and plans. Little has been said about the **American Baptist Foundation** and the organizations it serves in Christian mission. That is because in the exercise of good stewardship, caring for your needs and those of your family is just as important as making provision for the church. Christian responsibility demands that neither be sacrificed for the other.

Your will is a testimony of your Christian commitment. Naturally, we expect that you will want to be generous to American Baptist ministry and mission in your will. Whether in local, regional, national, or international mission, American Baptists must continue to strengthen ministry activities for Jesus Christ.

As suggested on page 3, if you wish to support a broad range of ministry, you can name the **American Baptist Foundation** to receive your gift and it will be shared with the Foundation's several American Baptist member organizations. You also have the option of providing a bequest according to your interests in a specific ministry or mission program.

Whatever your own wishes for directing your bequests, it is important to use the correct legal names of the beneficiaries in your will. Our legal name is the **American Baptist Foundation**. On page 3 of this booklet are the legal names of the two American Baptist mission organizations that serve nationally and internationally. If you want to make a specific bequest to your local church, region, and/or other American Baptist organization, please be sure you know and use the exact legal name(s).

We can help. If you have any questions, please call 1-800-ABC-3USA (1-800-222-3872), ext. 2035 for confidential counsel at no cost or obligation. You may also contact your Foundation representative whose name is below.



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