

# ESTATE PLANNING GUIDEBOOK





## Meet the Pattersons

Frank and Lucy Patterson have been married for nearly 40 years. As Christians, their top priorities are faith and family. After saving their whole lives to build a nest egg, they decided it would be wise to develop an estate plan. An estate plan would help Frank and Lucy distribute their assets, make health care decisions and support ministries after they pass away.



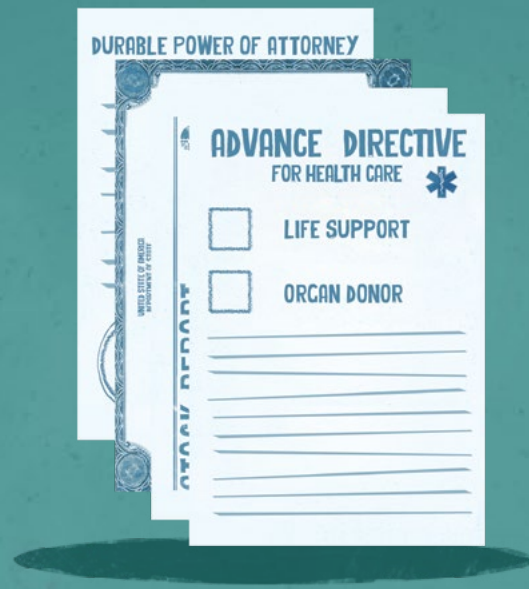


## Frank and Lucy discover WatersEdge

When the Pattersons sought advice from close friends, they learned about estate planning through WatersEdge. They discovered that the nonprofit Christian organization supports hundreds of Kingdom causes — everything from local churches to human needs ministries to international missions.

Frank and Lucy decided WatersEdge was just the right partner to help them create financial security for their kids and grandkids. Along the way, they could support their church and charitable causes they believed in, too.





## Peace of mind for the Pattersons

With an estate plan, Frank and Lucy mapped out many of life's most important choices. The Pattersons' estate plan settled legal, financial and end-of-life decisions, including:



### **DURABLE POWERS OF ATTORNEY**

Frank and Lucy appointed trusted individuals to act on their behalf in case they became seriously injured or incapacitated.



### **LAST WILL AND TESTAMENT**

Their estate plan contained legal instructions for distributing assets after the death of the surviving spouse.



### **ADVANCE DIRECTIVE FOR HEALTH CARE**

Frank and Lucy settled end-of-life issues related to life support and end-of-life care.



### **LEGAL GUARDIANSHIP OF CHILDREN**

Frank and Lucy's kids were all grown up. But the guardianship issue got them thinking. Shouldn't their daughter Jenny have an estate plan, too? After all, she was married with two young children.



### **REVOCABLE TRUST**

Though it wasn't required, the Pattersons created a revocable living trust to avoid probate. It allowed them to continue to manage their financial resources while more easily transferring their assets to loved ones after passing away.



## Jenny and Mark get in on the act

After completing their estate plan, the Pattersons realized their grown children should have estate plans of their own. With a house, financial assets and two growing kids, their daughter, Jenny, and her husband, Mark, needed to make plans for the future. After a little discussion, the young couple embarked on the process, and a few weeks later, they had guardians in place for their children. The whole family felt a sense of peace and relief.



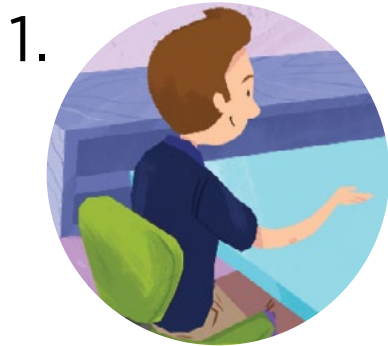
## The Pattersons give gifts and WatersEdge reimburses their legal fees

To make the estate planning process as convenient as possible, WatersEdge reimbursed a portion of the legal fees the Pattersons paid to create their estate plan. Frank and Lucy made a charitable gift of at least 10 percent of their estate, which qualified them for reimbursement.\* This significantly reduced the out-of-pocket expense for creating their estate plan.

\*To qualify for legal fee reimbursement, a will or trust must contain a charitable gift of at least 10 percent of the estate or a minimum of \$50,000 to an approved ministry partner of your choice. See a list of WatersEdge ministry partners at [WatersEdgeServices.org/MinistryPartners](https://WatersEdgeServices.org/MinistryPartners).

# The Pattersons get it done in five easy steps

When it was all said and done, the Pattersons ironed out some major life decisions. Frank and Lucy solidified their financial plans and agreed on health care choices. They were able to include their loved ones throughout the process and did it all in five simple steps:



First, they let a WatersEdge staff member help them complete the Estate Planning Guidebook.



Next, they had their attorney draft an estate plan based on the choices they made.



Frank and Lucy then reviewed and signed their estate planning documents.



They paid their attorney.



They received reimbursement for a portion of their legal fees upon confirmation of their charitable gifts.

Creating an estate plan was a major step for the Pattersons. But with help from WatersEdge, it was smooth sailing. Want to learn more about the estate planning process? Watch Jenny and Mark's story online at [WatersEdgeServices.org/Pattersons](https://WatersEdgeServices.org/Pattersons).

# FOR OFFICE USE ONLY

Date of Conference \_\_\_\_\_  
WatersEdge Staff \_\_\_\_\_  
Attorney \_\_\_\_\_  
AG \_\_\_\_\_  
Reimbursement \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input type="radio"/> Last Will and Testament       | <input type="radio"/> Power of Attorney            | <input type="radio"/> Advance Directive          |
| <input type="radio"/> Revocable Trust               | <input type="radio"/> Memorandum of Trust          | <input type="radio"/> Warranty/Mineral Deed      |
| <input type="radio"/> Affidavit of Surviving Tenant | <input type="radio"/> Simple Amendment             | <input type="radio"/> Amended and Restated Trust |
| <input type="radio"/> Assignment of LLC Units       | <input type="radio"/> S-Corp/C-Corp Stock Transfer | <input type="radio"/> Assignment of Mortgage     |

## ESTATE PLANNING GUIDEBOOK

The purpose of this guidebook is to facilitate the exchange of information regarding your estate. Although this guidebook assumes Husband and Wife, if single, please fill in the information that applies to your situation. You are assured that we maintain utmost confidentiality with respect to all information provided to us. Please review our Privacy Notice and legal fee reimbursement policy on pages 8 and 9.

## BIOGRAPHICAL INFORMATION

Man's Full Legal Name:

\_\_\_\_\_  
FIRST MIDDLE LAST

How you prefer your name to appear in your documents:

Date of Birth: \_\_\_\_\_

U.S. Citizen:  Yes  No

Employer: \_\_\_\_\_

Social Security Number\*: \_\_\_\_\_

Phone: \_\_\_\_\_

Home  Work  Cell

Email: \_\_\_\_\_

Preferred Contact Method:

Email  Phone  Text  Mail

Home Address:

\_\_\_\_\_  
STREET CITY STATE ZIP COUNTY (e.g. Tulsa County)

Church Membership: \_\_\_\_\_

CHURCH NAME CITY

\*A Social Security number is required to complete your estate plan. If preferred, you may provide this information by phone, in writing or in person.



**CHILDREN (PLEASE LIST ALL CHILDREN EVEN IF NOT INCLUDING IN THE INHERITANCE)**

Name of Child: \_\_\_\_\_  
Child of:  Current Marriage  Husband  Wife  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Is the child living?  Yes  No  
Does the child have special needs?  Yes  No

Name of Child: \_\_\_\_\_  
Child of:  Current Marriage  Husband  Wife  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Is the child living?  Yes  No  
Does the child have special needs?  Yes  No

Name of Child: \_\_\_\_\_  
Child of:  Current Marriage  Husband  Wife  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Is the child living?  Yes  No  
Does the child have special needs?  Yes  No

Name of Child: \_\_\_\_\_  
Child of:  Current Marriage  Husband  Wife  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Is the child living?  Yes  No  
Does the child have special needs?  Yes  No

Name of Child: \_\_\_\_\_  
Child of:  Current Marriage  Husband  Wife  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Is the child living?  Yes  No  
Does the child have special needs?  Yes  No

Name of Child: \_\_\_\_\_  
Child of:  Current Marriage  Husband  Wife  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Is the child living?  Yes  No  
Does the child have special needs?  Yes  No

**GRANDCHILDREN WITH SPECIAL CIRCUMSTANCES**

Are there any step-grandchildren to include in the inheritance?  Yes  No

If yes, then name:

Name of Step-Grandchild

Name of Child's Parent

_____	_____
_____	_____
_____	_____

Do any grandchildren/step-grandchildren have special needs? (Down syndrome, autism, etc.)  Yes  No

If yes, then name:

Name of Grandchild/Step-Grandchild

Name of Child's Parent

_____	_____
_____	_____
_____	_____

Do you have any grandchildren/step-grandchildren whose parents (your children) are deceased?

Name of Grandchild/Step-Grandchild

Name of Child's Parent

_____	_____
_____	_____
_____	_____

# SUMMARY OF ASSETS AND LIABILITIES

Have you entered into any agreement with your spouse (such as prenuptial, community property, etc.)?

HIS  Yes  No      HERS  Yes  No

Do you own a farm or business?

Yes  No       Yes  No

If yes, do any of your children work in the business with you?

Yes  No       Yes  No

Name and type of business (S-Corp, LLC, etc.):

Real Estate	HIS	SHARED	HERS
Home	\$ _____	\$ _____	\$ _____
Other Real Property / Timeshares (list county)	\$ _____	\$ _____	\$ _____

Minerals (list county)	\$ _____	\$ _____	\$ _____
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## Bank Accounts

Checking Accounts	\$ _____	\$ _____	\$ _____
Savings Accounts	\$ _____	\$ _____	\$ _____
Certificates of Deposit	\$ _____	\$ _____	\$ _____

## Life Insurance & Retirement

Life Insurance (work-provided & purchased)	\$ _____		\$ _____
Individual Retirement Accounts (IRA/Roth IRA)	\$ _____		\$ _____
Retirement (401k, 403b/annuity, 457, TSP plans)	\$ _____		\$ _____

## Investments

Money Market Accounts	\$ _____	\$ _____	\$ _____
Brokerage Accounts	\$ _____	\$ _____	\$ _____
Other Securities (stocks, bonds, etc.)	\$ _____	\$ _____	\$ _____
Annuities (non-retirement account)	\$ _____		\$ _____

## Personal Property

Automobiles	\$ _____	\$ _____	\$ _____
Collectibles (coin collection, etc.)	\$ _____	\$ _____	\$ _____
Burial Lots	\$ _____	\$ _____	\$ _____
Other Assets or Business Interests (specify)	\$ _____	\$ _____	\$ _____

COLUMN TOTAL	\$ _____	\$ _____	\$ _____
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SUBTOTAL		\$ _____	
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## Description of Liabilities

Mortgage		\$ _____	
Car Loans		\$ _____	
Other		\$ _____	
TOTAL		\$ _____	
NET WORTH		\$ _____	

# APPOINTMENTS FOR ADVANCE DIRECTIVE FOR HEALTH CARE, DURABLE POWERS OF ATTORNEY, AND LAST WILL AND TESTAMENT

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## Note for Married Couples

Generally, spouses nominate each other for the various appointments listed below. If you would like to nominate your spouse, please write "spouse" in the first blank under each appointment.

## HEALTH CARE AGENT FOR ADVANCE DIRECTIVE AND HEALTH CARE POWER OF ATTORNEY

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Who should be named to make medical decisions on your behalf including decisions regarding medical consents, life support issues and nursing home admission if you were unable to make these decisions yourself (typically the primary agent is the spouse)? It is not necessary to appoint the same person who is your successor trustee or personal representative as your health care agent(s).

	HIS	HERS
Health care Agent	_____	_____
Alternate	_____	_____
2 <sup>nd</sup> Alternate	_____	_____
3 <sup>rd</sup> Alternate	_____	_____

When do you want the health care power of attorney to go into effect?  At signing  When incapacitated

## FINANCIAL POWER OF ATTORNEY

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A financial power of attorney is a document that appoints an attorney-in-fact (not a lawyer) to deal with your property in the event you are unable to do so (e.g. you are ill and hospitalized). The purpose of this document is to place someone in a position to deal legally with your property if you are otherwise unable to do so, and to avoid the expensive and difficult process of having a court appoint a guardian to manage your financial affairs. You can grant them this authority now or defer it in case you become incapacitated.

	HIS	HERS
Attorney-In-Fact	_____	_____
Alternate	_____	_____
2 <sup>nd</sup> Alternate	_____	_____
3 <sup>rd</sup> Alternate	_____	_____

When do you want the financial power of attorney to go into effect?  At signing  When incapacitated

## PERSONAL REPRESENTATIVE

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Your last will and testament should name a personal representative to probate the estate through the court system (personal representative is also sometimes referred to as executor or administrator). Most people name their spouse as primary personal representative, with a child, relative or friend as the alternate.

	HIS	HERS
Representative	_____	_____
Alternate	_____	_____
2 <sup>nd</sup> Alternate	_____	_____
3 <sup>rd</sup> Alternate	_____	_____

## GUARDIAN FOR MINOR AND DISABLED BENEFICIARIES

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If you have minor children or a special needs child, you will need to appoint a guardian. The guardian is responsible for the day-to-day care of the child. It is a good idea to name an alternate guardian in the event your first choice cannot serve.

Guardian \_\_\_\_\_  
Alternate \_\_\_\_\_ 2<sup>nd</sup> Alternate \_\_\_\_\_

## AGE OF DISTRIBUTION

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If you establish a trust to allow a third party to manage assets for beneficiaries (usually a child or grandchild), then it is necessary for you to decide when the beneficiaries will be mature enough to manage assets on their own. You may want to give each beneficiary his/her share at the time the beneficiary reaches a particular age. You may consider splitting the distribution, such as half at age 25 and the balance at age 30. You may use any age or combination of ages that you choose.

## FINANCIAL TRUSTEE FOR CHILDREN AND GRANDCHILDREN

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You may need a trustee to manage assets for children or grandchildren until they reach an age when you believe they should be capable of managing property on their own. A trustee can keep the children's/grandchildren's money invested wisely and use it for their education, support and health care, until they reach the age specified above for outright distribution of assets to them. The trustee can be a relative, friend, trust company or other person you trust to manage and distribute assets according to your wishes. The financial trustee can be the same person named as the guardian, or could be a different person or trust company.

Financial Trustee \_\_\_\_\_  
Alternate \_\_\_\_\_ 2<sup>nd</sup> Alternate \_\_\_\_\_

## REVOCABLE TRUST (OPTIONAL)

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A revocable trust usually allows you to avoid probate. However, there are additional fees involved in creating and administering a trust. A revocable trust doesn't protect your assets from taxes, creditors or Medicaid spend-down requirements. You must change legal ownership from individual/joint ownership to the trust in order to avoid probate. A trust is not a required component of an estate plan.

	HIS	HERS
Do you currently have a revocable trust?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Are you interested in creating a revocable trust?	<input type="radio"/> Yes, I'd like to learn more	<input type="radio"/> No, I'm not interested

(If no to all, skip to page 6.)

## SUCCESSOR TRUSTEE OF REVOCABLE TRUST

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If you choose to avoid probate of your estate by executing a revocable trust during your lifetime, a successor trustee should be named. The successor trustee would be responsible for managing assets if you were unable, or in the case of a joint trust, neither you nor your spouse could manage assets due to being incapacitated. The successor trustee would distribute assets as you direct to beneficiaries after your death, or in a joint trust, when neither you nor your spouse survives. Please DO NOT write "spouse" in the successor trustee blank.

Successor Trustee \_\_\_\_\_  
Alternate \_\_\_\_\_  
2<sup>nd</sup> Alternate \_\_\_\_\_

# PLAN OF DISTRIBUTION

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## IF YOU ARE MARRIED AND YOUR SPOUSE SURVIVES YOU:

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- All to my spouse
- As follows:

## IF YOUR SPOUSE DOES NOT SURVIVE YOU OR IF YOU ARE UNMARRIED:

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### Personal and Household Effects

Briefly describe where you would want your personal and household effects to go after any specific/charitable gifts are distributed.

- Equally between children, and if a child didn't survive, the deceased child's children would take the share of the deceased child.
- As follows:

### Residuary Estate

Briefly describe where you would want your remaining assets to go after any specific gifts are distributed. Don't worry about tax planning or other considerations in answering this question. We'll consider those details later if needed.

- Equally between children, and if a child didn't survive, the deceased child's children would take the share of the deceased child.
- As follows:
  
- I intend to exclude the following person(s) from benefiting from my estate:

## IF NONE OF MY NAMED BENEFICIARIES SURVIVE ME:

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You may want to provide for the distribution of your property if neither your spouse, your children, nor other named beneficiaries survive you. Options include leaving all property to your charitable beneficiary or part to the charitable beneficiary with the remainder to another heir(s), such as a parent or sibling.

Does anyone to whom you intend to leave part of your estate require help or protection in owning or managing assets?

Yes  No

If yes, name of person(s)

# CHARITABLE GIVING

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By designating 10 percent (or a specific gift of at least \$50,000) of your estate to an approved ministry partner, WatersEdge will reimburse a portion of the legal fees associated with the creation of your estate plan, up to \$500.

Please note, charitable gifts usually take effect upon the death of the surviving spouse.

\_\_\_\_\_ % of residuary estate or the specific amount of \$ \_\_\_\_\_

will be given to the following ministry partners:

## MINISTRY

\_\_\_\_\_ % to \_\_\_\_\_

\_\_\_\_\_ % to \_\_\_\_\_

\_\_\_\_\_ % to \_\_\_\_\_

\_\_\_\_\_ % to \_\_\_\_\_

\_\_\_\_\_ % to \_\_\_\_\_

\_\_\_\_\_ % to \_\_\_\_\_

See a list of WatersEdge ministry partners at [WatersEdgeServices.org/MinistryPartners](https://WatersEdgeServices.org/MinistryPartners).  
If you have questions about whether a church or ministry qualifies as a partnering ministry,  
please contact us at 800-949-9988 or [estateplan@WatersEdgeServices.org](mailto:estateplan@WatersEdgeServices.org).

Do you want your percentage charitable gift to include the value of:

Retirement Assets (401k, 403b, IRAs, etc)  Yes  No

Life Insurance  Yes  No

Do you wish to be acknowledged by the beneficiary?  Yes  No

## ATTORNEY SELECTION

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Do you have an attorney that you would like to use?

No, please recommend an attorney to complete my estate plan.

Yes, I have an attorney.

If yes, name of preferred attorney or law firm: \_\_\_\_\_

## FINAL NOTES

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Please note anything else which may be of importance in planning your estate, or any questions you may have.



## ESTATE PLANNING CONSTITUENT INFORMATION AND DISCLOSURES

The purpose of this document is to provide you with important information regarding your estate plan. Please read the items below carefully, then sign and date this document.

1. I have asked WatersEdge to assist with the completion of an Estate Planning Guidebook (EPG) that will be sent to my attorney.
2. I understand that the WatersEdge staff member assisting me does not serve as my legal counsel, even if they are a licensed attorney, and that I will have independent legal counsel representing me.
3. I represent that the decisions indicated on the EPG with regard to the distribution of my estate were made by me or under my direction.
4. I understand that all my decisions can be changed by me at any time.
5. I understand that WatersEdge will distribute the EPG to my attorney for the drafting and execution of my estate planning documents.
6. I understand that my attorney will bill me for their legal services.
7. I understand that I can ask WatersEdge for a legal fee reimbursement upon confirmation of signed documents which comply with the WatersEdge Gift Acceptance Policy.
8. I understand that a Gift Recipient is defined as an Oklahoma Baptist or Southern Baptist ministry, or other partnering ministry that conducts business with WatersEdge.
9. I understand that WatersEdge may reimburse me for legal fees incurred in the execution of my estate planning documents if one of the following categories is present:
  - a. Testamentary Documents
    - The will, codicil, revocable trust agreement or amendment contain a charitable gift provision in the event of the death of both spouses;
    - The charitable gift amount is either ten percent (10%) of the residuary estate or a specific amount of at least fifty thousand dollars (\$50,000) designated for a Gift Recipient.
  - b. Planned Gift in Lieu of Testamentary Documents
    - The client completes a Current Gift or Deferred Gift through WatersEdge which has an initial funding amount of at least ten thousand dollars (\$10,000).

- c. Beneficiary Designation in Lieu of Testamentary Documents
  - The client provides confirmation of a Beneficiary Designation from an account or insurance policy in which, at the time of the completion of current estate planning documents, would produce a charitable gift of at least fifty thousand dollars (\$50,000) designated for a Gift Recipient if realized immediately.

10. The maximum legal fee reimbursement provided by WatersEdge will not exceed \$500 per family.

Note: Reimbursement may not cover the total amount you pay your attorney. Standard packages include Advance Directives, Durable Power(s) of Attorney for Health Care and Finance.

11. I understand that if I do not desire to benefit a Gift Recipient or if I do not sign my estate planning documents I will be responsible for the full amount of my attorney's fees.
12. I have received a copy of the WatersEdge Privacy Notice.

### Revocable Trusts Only:

1. I understand that the primary benefit of a revocable trust is to avoid probate for the assets owned by the trust or the trustee(s) at the time of my death.
2. I understand that I must change legal ownership from individual/joint ownership to the trust or the trustee(s) for the assets I want to fund into the trust.
3. I understand that my attorney will prepare new deed(s) for real estate and minerals that I wish to transfer to the trust if I provide WatersEdge a copy of the current deed(s).
4. I understand that I am responsible for initially funding my assets, other than those mentioned in number 3 above, into the trust.
5. I understand that I am responsible for maintaining proper funding of my trust and that failure to do so may cause my heirs to unnecessarily probate some of my estate.
6. I understand that a revocable trust doesn't protect my assets from taxes, creditors or Medicaid spend-down requirements.

I have reviewed and agree to the information and disclosures listed in this document.

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Signature	Date	Spouse's Signature	Date
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I hereby declare that I have given permission to WatersEdge to immediately inform the beneficiary of my charitable bequest of my decision to name said charitable beneficiary in my testamentary documents.

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Signature	Date	Spouse's Signature	Date
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## PRIVACY NOTICE

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Providers of services that are financial in nature are required to inform clients of their policies regarding privacy of client information. Although we have always protected your right to privacy, maintaining your trust and confidence is a high priority.

### TYPES OF NONPUBLIC PERSONAL INFORMATION WE COLLECT

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We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization.

### PARTIES TO WHOM WE DISCLOSE INFORMATION

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For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our business except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to assist in providing services to you. In all such situations, we stress the confidential nature of the information being shared.

### PROTECTING THE CONFIDENTIALITY AND SECURITY OF CURRENT AND FORMER CLIENTS' INFORMATION

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We retain records relating to services that we provide so that we are better able to assist you with your needs and in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic and procedural safeguards that comply with our professional standards.





## NOTES

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**Have questions? Need advice?** Contact our estate planning experts at 800-949-9988 or email us at [estateplan@WatersEdgeServices.org](mailto:estateplan@WatersEdgeServices.org). To learn more, visit us online at [WatersEdgeServices.org](http://WatersEdgeServices.org).



## HAVE QUESTIONS? NEED ADVICE?

We're here to help. Contact our estate planning experts at 800-949-9988 or email us at [estateplan@WatersEdgeServices.org](mailto:estateplan@WatersEdgeServices.org). To learn more, visit us online at [WatersEdgeServices.org](http://WatersEdgeServices.org).

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