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.



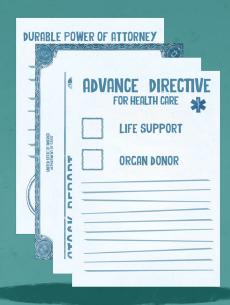


Frank and Lucy discover WatersEdge

When the Pattersons sought advice from close friends, they heard about estate planning through WatersEdge. They learned that the team of certified estate planners at the nonprofit Christian organization had been guiding families like theirs through the estate planning process for nearly 75 years.

Frank and Lucy also discovered that WatersEdge provides estate planning guidance at no cost, and would even reimburse a portion of the legal fees associated with the creation of their estate plan if the Pattersons left a gift to ministry. The couple decided it was the perfect way to give themselves peace of mind, create financial security for their kids and grandkids, and give back to their church and other 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 started the estate planning process, too. Soon, they had guardians in place for their children. The whole family felt a sense of peace and relief.



The Pattersons support ministry 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, your estate plan must include a charitable gift of at least 10 percent of your estate or a stated amount of at least \$50,000. You may also qualify by making a current or planned gift of \$10,000 to WatersEdge for the benefit of an approved ministry partner of your choice. See a list of WatersEdge ministry partners at WatersEdgeServices.org/MinistryPartners.

The Pattersons get it done in six simple 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 six simple steps:



First, the Pattersons completed the Estate Planning Guidebook.



Next, they met with a WatersEdge estate planning professional to review their information and answer questions.



Then, they asked their attorney to draft the legal documents for their estate plan based on the choices they made in the guidebook.



Frank and Lucy verified and signed their estate planning documents, which put the plan into effect.



They paid their attorney.



The Pattersons received reimbursement for a portion of their legal fees, up to \$500.*

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.

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FOR OFFICE USE ONLY	Anticipated Gift	
 Last Will and Testament Revocable Trust Affidavit of Surviving Tenant Assignment of LLC Units 	Reimbursement Power of Attorney Memorandum of Trust Simple Amendment S-Corp/C-Corp Stock Transfer	 Advance Directive Warranty/Mineral Deed Amended and Restated Trust

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 Estate Planning Constituent Information and Disclosures (including the legal fee reimbursement policy) and Privacy Policy on pages 14 and 15.

BIOGRAPHICAL INFORMATION

Man's Full Legal Name:		Woman's Full Legal Name:			
TITLE	FIRST	TITLE	FIRST		
MIDDLE	LAST	MIDDLE	LAST		
How you prefer y	our name to appear in your documents:	How you prefe	How you prefer your name to appear in your documents:		
		Date of Birth:			
U.S. Citizen: OYes ONo		U.S. Citizen: Yes No			
Enrolled Member	r of an American Indian Tribe: 🔵 Yes 🔵 No	Enrolled Memb	er of an American Indian Tribe: 🔿 Yes 🔵 No		
Employer:		Employer:			
Social Security Number*:		Social Security Number*:			
Phone: O Home O Work O Cell		Phone: O Home O Work O Cell			
Email:		Email:			
Preferred Contac	t Method: 🔵 Email 🔵 Phone 🔵 Mail	Preferred Cont	act Method: 🔵 Email 🔵 Phone 🔵 Mail		

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

Home Address:

STREET	CITY
STATE ZIP	COUNTY (e.g. Tulsa County)
If married, other states where you have lived during your m	narriage:
Church Membership:	
CHURCH NAME	CITY
CHILDREN (PLEASE LIST ALL CHILDREN EVER	N IF YOU PLAN TO EXCLUDE THEM FROM THE INHERITANCE.)
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage O Husband O Wife
Is the child living? O Yes O No If no, date of death	n: Does the child have special needs? O Yes O No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage O Husband O Wife
Is the child living? Ores ONo If no, date of death	n: Does the child have special needs? O Yes O No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage O Husband O Wife
Is the child living? Ores ONo If no, date of death	n: Does the child have special needs? \bigcirc Yes \bigcirc No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage O Husband O Wife
Is the child living? Ores ONo If no, date of death	n: Does the child have special needs? O Yes O No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage O Husband O Wife
Is the child living? Ores ONo If no, date of death	n: Does the child have special needs? O Yes O No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage O Husband O Wife
Is the child living? Ores ONo If no, date of death	n: Does the child have special needs? O Yes O No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage O Husband O Wife
Is the child living? Ores ONo If no, date of death	n: Does the child have special needs? O Yes O No

Name of Child:	Date of Birth:	
Address:	Child of: Current Marriage OHusband OWife	
Name of Child:	Date of Birth:	
Address:	Child of: Current Marriage OHusband OWife	
Is the child living? O Yes O No If no, date of death:	Does the child have special needs? O Yes O No	
Name of Child:	Date of Birth:	
Address:	Child of: Current Marriage O Husband O Wife	
Is the child living? O Yes O No If no, date of death:	Does the child have special needs? OYes ONo	

GRANDCHILDREN WITH SPECIAL CIRCUMSTANCES

Are there any step-grandchildren (your child's step-children or your step-children's children) to include in the inheritance?

⊖Yes ⊖No		
If yes, then name:	Name of Step-Grandchild	Name of Step-Grandchild's Parents
Do any grandchildren/ste	p-grandchildren have special needs?* (Down syndrome	e, autism, etc.) 🔿 Yes 🔿 No
If yes, then name:	Name of Grandchild/Step-Grandchild	Name of Grandchild's/Step-Grandchild's Parents
*WatersEdge cannot ad	vise you regarding special needs planning, but we want to let y	your attorney know if it needs to be discussed.
Do you have any grandch	ildren/step-grandchildren whose parents (your childre	n) are deceased? O Yes O No
If yes, then name:	Name of Grandchild/Step-Grandchild	Name of Grandchild's/Step-Grandchild's Parents

SUMMARY OF ASSETS AND LIABILITIES

	HIS			HERS	
Have you entered into any agreement with your spouse (such as prenuptial, community property, etc.)?	⊖ Yes	O №		⊖ Yes	⊖ No
Do you own a farm or business?	⊖ Yes	O No		⊖ Yes	O №
If yes, do any of your children work in the business with you?	⊖ Yes	O No		⊖ Yes	⊖ No
Name and type of business (S-Corp, LLC, etc.):					
Do you own restricted Indian Land or an IIM account?	⊖ Yes	O №		⊖ Yes	⊖ No
	HI	S	SHARED	HE	ERS
Real Estate					
Home	\$		\$	\$	
Other Real Estate / Timeshares County, State:	\$		\$	\$	
Minerals County, State:	\$		\$	\$	
Bank Accounts					
Checking Accounts	\$		\$	\$	
Savings Accounts	\$		\$	\$	
Certificates of Deposit	\$		\$	\$	
Life Insurance & Retirement					
Life Insurance (work-provided & purchased)	\$		\$	\$	
Primary Beneficiary:					
Contingent Beneficiary:					
Individual Retirement Accounts (IRA/Roth IRA)	\$			\$	
Primary Beneficiary:					
Contingent Beneficiary:					
Retirement (401k, 403b/annuity, 457, TSP plans)	\$			\$	
Primary Beneficiary:					
Contingent Beneficiary:					

	HIS	SHARED	HERS
Investments			
Money Market Accounts	\$	\$	\$
Brokerage Accounts	\$	\$	\$
Other Securities (stocks, bonds, etc.)	\$	\$	\$
Annuities (non-retirement account)	\$	\$	\$
Digital Assets (currency, websites, domains, photos, videos, etc.) Description:	\$	\$	\$
Personal Property			
Automobiles	\$	_ \$	\$
Collectibles, Other Assets or Business Interests (specify) Description:	\$	\$	\$
COLUMN TOTAL	\$	\$	\$
TOTAL OF ALL COLUMNS		\$	
Description of Liabilities			
Mortgage		\$	
Auto Loans		\$	
Other Description:		\$	
TOTAL		\$	
NET WORTH		\$	

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. You can name more than one person to serve at the same time.

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

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	Name:	Name:
	Address:	Address:
	Phone:	Phone:
Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:
2 nd Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:
3 rd Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:

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

FINANCIAL POWER OF ATTORNEY

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
ttorney-In-Fact	Name:	Name:
	Address:	Address:
	Phone:	Phone:
Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:
2 nd Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:
3 rd Alternate	Name:	Name:
J Alternate		
	Address:	Address:
	Phone:	Phone:

PERSONAL REPRESENTATIVE

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 nd Alternate				
3 rd Alternate		-		

GUARDIAN FOR MINOR AND DISABLED BENEFICIARIES

If you have minor children or a special needs child, you will need to appoint a guardian. The guardian is appointed in the event of your passing or incapacity and 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.

AGE OF DISTRIBUTION

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. In Oklahoma, a beneficiary must be age 18 to own assets. However, final distributions can take place at any combination of ages that you choose after age 18. For example, you may consider splitting the distribution such as 1/2 at age 25 and the balance at age 30. Distributions will also be made as necessary for the beneficiary's support prior to the final distribution at the age you select.

Age _____

FINANCIAL TRUSTEE FOR CHILDREN AND GRANDCHILDREN

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. 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 it can be a different person or trust company.

Financial Trustee

. . .

Alternate _____ 2nd Alternate _____

REVOCABLE TRUST (OPTIONAL)

A revocable trust is a separate legal entity you create to own your assets and is effective to avoid probate if all of your assets are transferred to the trust. You must change legal ownership from individual/joint ownership to the trust in order to avoid probate. 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. A trust is not a required component of an estate plan.

	HIS	HERS
Do you currently have a revocable trust?	⊖ Yes ⊖ No	OYes ○No
Are you interested in creating a revocable trust?	O Yes, I'd like to learn more	O No, I'm not interested
(If no to	all, skip to page 10.)	

SUCCESSOR TRUSTEE OF REVOCABLE TRUST

The successor trustee will be responsible for managing trust assets after you and your spouse have passed or are unable to serve as trustee. The successor trustee would distribute assets to you during your life and 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.

PLAN OF DISTRIBUTION

IF YOU ARE MARRIED AND YOUR SPOUSE SURVIVES YOU:

O All to my spouse

As follows:

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

Personal and Household Effects

Briefly describe where you would want your personal and household effects to go at your passing.

Equally between children, and if a child did not survive, the deceased child's children would take the share of the deceased child.

As follows:

Residuary Estate

Briefly describe where you 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.

O Equally between children, and if a child did not survive, the deceased child's children would take

the share of the deceased child.

As follows:

O I intend to exclude the following person(s) from benefiting from my estate:

IF NONE OF MY NAMED BENEFICIARIES SURVIVE ME:

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?

If yes, name of person(s)

OYes ON₀

CHARITABLE GIVING

By designating 10 percent (or a specific gift of at least \$50,000) of your estate to WatersEdge for the benefit of 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 my residuary estate or the specific amount of \$______ will be given to the following ministry partners:

MINISTRIES TO SUPPORT



Not sure which ministry you want to support? See a complete list of WatersEdge ministry partners at 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.

I want my gift to ministry to be held as*:

O Endowment – held in permanent trust by WatersEdge for the benefit of the designated ministry(ies)

Ocustodial – outright gift available for immediate use by the designated ministry(ies)

O Unsure (please provide me with more information)

*If the beneficiary is located outside the state of Oklahoma, the gift must remain with WatersEdge as endowment.

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

Retirement Assets (401k, 403b, IRAs, etc) OYes

Life Insurance OYes

() No

() No

ATTORNEY SELECTION

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

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

Yes, I have an attorney.

If yes, name of preferred attorney or law firm: _____

If you have an existing plan, date it was prepared: _____

Please provide copies of existing documents.

FINAL NOTES

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 his or her legal services.
- 7. I understand that I can ask WatersEdge for legal fee reimbursement upon confirmation of signed documents which comply with the WatersEdge Gift Acceptance Policy.
- 8. I understand that a Ministry Partner is defined as an Oklahoma Baptist or Southern Baptist ministry, or other ministry with like beliefs as Oklahoma Baptists.
- 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 to WatersEdge for the benefit of a Ministry Partner.
 - 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 designation of WatersEdge as a beneficiary, for the benefit of a Ministry Partner, of 10% of an account or insurance policy or a specific amount of at least \$50,000 to be paid from an account or insurance policy.
- 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 Financial Decisions.

- I understand that if I do not desire to benefit a Ministry Partner 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 be owned by the trust.
- 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 a copy of the current deed(s).
- 4. I understand that I am responsible for initially transferring my assets, other than those mentioned above, into the trust.
- 5. I understand that I am responsible for maintaining trust ownership of my assets and that failure to do so may cause my heirs to 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.

 $\hfill \square$ I have reviewed and agree to the information and disclosures listed in this document.

OPTIONAL) I hereby declare that I have given permission to WatersEdge to immediately inform the beneficiary of my decision to name said charitable beneficiary in my testamentary documents. *(optional)*

PRIVACY NOTICE

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

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

Unless you have provided prior consent, 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

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.





Have questions? Need advice? Contact our estate planning experts at 800-949-9988 or email us at estateplan@WatersEdgeServices.org. To learn more, visit us online at 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. To learn more, visit us online at WatersEdgeServices.org.

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