# ESTATE PLANING 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.

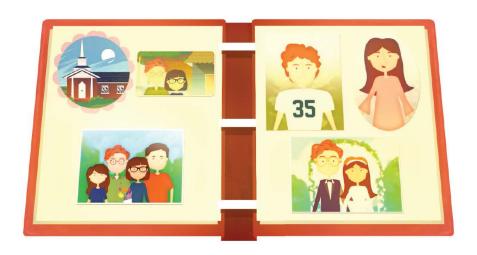


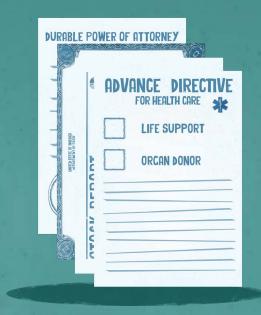


# Frank and Lucy discover WatersEdge

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.





# 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.



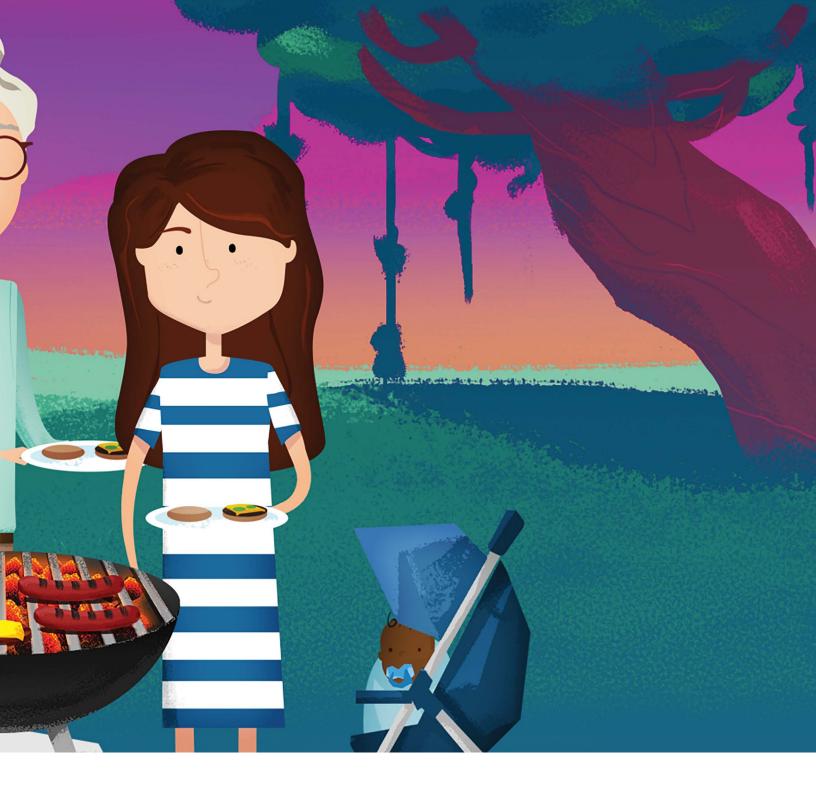
#### **REVOCABLE TRUST**

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.

# 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 at estateplan.WatersEdge.com.



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 WatersEdge.com/Pattersons.

<sup>\*</sup>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 WatersEdge.com/MinistryPartners.

#### Date of Conference FOR OFFICE USE ONLY WatersEdge Staff Attorney \_\_ Anticipated Gift \_ Reimbursement \_ Last Will and Testament O Power of Attorney Advance Directive Revocable Trust Memorandum of Trust Warranty/Mineral Deed Affidavit of Surviving Tenant Simple Amendment Amended and Restated Trust

○ S-Corp/C-Corp Stock Transfer ○ Assignment of Mortgage

# ESTATE PLANNING GUIDEBOOK

Assignment of LLC Units

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 yo	ur name to appear in your documents:	How you prefe	r your name to appear in your documents:		
Date of Birth:		Date of Birth:			
U.S. Citizen: OY	res O No	U.S. Citizen: (	Yes No		
Enrolled Member of an American Indian Tribe: Yes No		Enrolled Memb	Enrolled Member of an American Indian Tribe: O Yes O No		
Employer:		Employer:			
Social Security Nu	mber*:	Social Security	Number*:		
Phone: Home			ne O Work O Cell		
Email:		Email:			
Preferred Contact	Method:	Preferred Cont	act Method:		

<sup>\*</sup>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 marriage:	
Church Membership:CHURCH NAME	CITY
CHORCH NAME	CITT
CHILDREN (PLEASE LIST ALL CHILDREN EVEN IF YO	U PLAN TO EXCLUDE THEM FROM THE INHERITANCE.)
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage  Husband  Wife
Is the child living? Yes No If no, date of death:	Does the child have special needs?  Yes No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage  Husband  Wife
Is the child living? Yes No If no, date of death:	Does the child have special needs?  Yes No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage
Is the child living? Yes No If no, date of death:	Does the child have special needs?  Yes No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage  Husband  Wife
Is the child living? Yes No If no, date of death:	Does the child have special needs?  Yes No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage  Husband  Wife
Is the child living? Yes No If no, date of death:	Does the child have special needs?  Yes No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage
Is the child living? Yes No If no, date of death:	Does the child have special needs? O Yes No
Name of Child:	Date of Birth:
Address:	Child of: Current Marriage OHusband OWife
Is the child living? Yes No If no, date of death:	Does the child have special needs? O Yes No

Name of Child:		Date of Birth:	
Address:		Child of: Current Marriage \( \int\) Husband	l Wife
Is the child living? Yes No If no	, date of death:	Does the child have special needs? O Yes	○ No
Name of Child:		Date of Birth:	
Address:		Child of: Current Marriage O Husband	I Wife
Is the child living? Yes No If no	, date of death:	Does the child have special needs?	○ No
Name of Child:		Date of Birth:	
Address:		Child of: Current Marriage O Husband	I Wife
Is the child living? Yes No If no	, date of death:	Does the child have special needs? O Yes	○ No
GRANDCHILDREN WITH SPEC	IAL CIRCUMSTAN	CES	
Are there any step-grandchildren (your child	's step-children or your ste	p-children's children) to include in the inheritance	?
○ Yes ○ No			
If yes, then name: Name of Step-Gra	ndchild	Name of Step-Grandchild's Parents	
		<u> </u>	
Do any grandchildren/step-grandchildren ha	vo special peods2* (Down	syndrome, autism, etc.) Yes No	
	Id/Step-Grandchild	Name of Grandchild's/Step-Grandchild's	s Parents
*WatersEdge cannot advise you regarding spe	ecial needs planning, but we w	ant to let your attorney know if it needs to be discussed.	
Do you have any grandchildren/step-grandcl	nildren whose parents (you	r children) are deceased? Yes No	
If yes, then name: Name of Grandchi	ld/Step-Grandchild	Name of Grandchild's/Step-Grandchild's	3 Parents

# SUMMARY OF ASSETS AND LIABILITIES

	HIS		HERS
Have you entered into any agreement with your spouse (such as prenuptial, community property, etc.)?	○ Yes ○ No		○ 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.):			
Do you own restricted Indian Land or an IIM account?	○ Yes ○ No		○ Yes ○ No
	HIS	SHARED	HERS
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 (crypto currency, coinbase websites, domains, photos, videos, e Description:	tc.)\$	\$	\$
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		\$	

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

#### **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	HEK2
alth care Agent	Name:	Name:
	Address:	Address:
	Phone:	Phone:
Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:
2 <sup>nd</sup> Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:
3 <sup>rd</sup> Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:

# 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
Attorney-In-Fact	Name:	Name:
	Address:	Address:
	Phone:	Phone:
Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:
2 <sup>nd</sup> Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:
3 <sup>rd</sup> Alternate	Name:	Name:
	Address:	Address:
	Phone:	Phone:
When do you want the fin	ancial power of attorney to go into effect?	At signing When incapacitated Unsure
PERSONAL REPRESEI	NTATIVE	
Your last will and testament sho	uld name a personal representative to probat	e the estate through the court system (personal
representative is also sometimes	referred to as executor or administrator). Mo	ost people name their spouse as primary personal
representative, with a child, relat	ive, 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

If you have minor children or a special needs child, you w passing or incapacity and is responsible for the day-to-day your first choice cannot serve.		
Guardian		
Alternate	2 <sup>nd</sup> Alternate	
AGE OF DISTRIBUTION		
If you establish a trust to allow a third party to manage as you to decide when the beneficiaries will be mature enout to own assets. However, final distributions can take place may consider splitting the distribution such as 1/2 at age the beneficiary's support prior to the final distribution at	gh to manage assets on their own. In Ok at any combination of ages that you cho 25 and the balance at age 30. Distribution the age you select.	lahoma, a beneficiary must be age 18 oose after age 18. For example, you
FINANCIAL TRUSTEE FOR CHILDREN		
You may need a trustee to manage assets for children or capable of managing property on their own. A trustee ca their education, support, and health care, until they reach a relative, friend, trust company or other person you trust can be the same person named as the guardian, or it can be financial Trustee	n keep the children's/grandchildren's mo the age specified above for outright dis- to manage and distribute assets according	ney invested wisely and use it for tribution of assets. The trustee can be
Alternate	2 <sup>nd</sup> Alternate	
REVOCABLE TRUST (OPTIONAL)		
A revocable trust is a separate legal entity you create to determine to the trust. You must change legal ownership are additional fees involved in creating and administering Medicaid spend-down requirements. A trust is not a requirement.	o from individual/joint ownership to the t a trust. A revocable trust doesn't protec	rust in order to avoid probate. There
	HIS	HERS
Do you currently have a revocable trust?	○ Yes ○ No	○ Yes ○ No
Are you interested in creating a revocable trust?	Yes, I'd like to learn more	No, I'm not interested

# SUCCESSOR TRUSTEE OF REVOCABLE TRUST

neither you nor your spouse survives. Please DO NOT write 'spouse' in the successor trustee blank.  Successor Trustee  Alternate  2= Alternate  PLAN OF DISTRIBUTION  IF YOU ARE MARRIED AND YOUR SPOUSE SURVIVES YOU:  All to my spouse  As follows:  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  Residuary E	trustee. The succ	cessor trustee would distribute assets to you during your life and to beneficiaries after your death, or in a joint trust, when
Alternate  PLAN OF DISTRIBUTION  IF YOU ARE MARRIED AND YOUR SPOUSE SURVIVES YOU:  All to my spouse As follows:  As follows:  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 of other considerations in answering this question. We'll consider those details later if needed.  Equally between children, and if a child did not survive, the deceased child's children would take the share of the deceased child.	neither you nor y	your spouse survives. Please DO NOT write 'spouse' in the successor trustee blank.
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the share of the deceased child.	other consideral	tions in answering this question. We'll consider those details later if needed.
	C	
As follows:		the share of the deceased child.
	С	) As follows:
I intend to exclude the following person(s) from benefiting from my estate:		

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

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 remains 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?	) No
CHARITABLE GIVING	
By designating 10 percent (or a specific gift of at least \$50,000) of your estate to WatersEdge, at least 50 percent of which is	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 charities:	
CHARITIES TO SUPPORT	

Not sure which ministry you want to support? See a complete list of WatersEdge Ministry Partners at WatersEdge.com/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@WatersEdge.com.

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

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

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

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

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

I want my gift to ministry to be held as*:				
◯ Endowment — held in permanent trust b	y WatersEdge fo	or the benefit of the c	lesignated ministry	(ies)
Custodial — outright gift available for imp	mediate use by t	the designated minist	ry(ies)	
Ounsure (please provide me with more inf	ormation)			
Do you want the percentage of your charitable gift to	o include the valu	ue of:		
Retirement Assets (401k, 403b, IRAs, etc)		○ No		
Life Insurance	○ Yes	○ No		
ATTORNEY SELECTION				
Do you have an attorney that you would like to use?				
No, please recommend an attorney to comple	ete my estate pla	an.		
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 important	ce in planning yo	ur estate, or any que	stions you may hav	/e.



# 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 attornev.
- 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
- 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
- 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, as amended from time to time.
- 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.
- 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), at least fifty percent (50%) of which is 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.
- 11. 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.
- 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 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.

(Last updated 1/1/2025 for Gift Acceptance Policy dated 10/25/2024)

I have reviewed and agree to the information and disclosures listed in this document.						
Signature	Date	Spouse's Signature	Date			
(OPTIONAL) I hereby declare that I have given permission to WatersEccharitable beneficiary in my testamentary documents.	dge to immedia	ately inform the beneficiary of my decisi	on to name said			
Signature	Date	Spouse's Signature	Date			

# 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?

We're here to help. Contact our estate planning experts at 800-949-9988 or email us at estateplan@WatersEdge.com. To learn more, visit us online at WatersEdge.com.

300 JOHNNY BENCH DR., SUITE 200 OKLAHOMA CITY, OK 73104 Waters Edge.com





