



MCPHERSON COUNTY
**Community
Foundation**

Guide to Planning Your Will and Trust



This information is not intended as tax, legal or financial advice. Gift results may vary. Consult your personal financial advisor for information specific to your situation.

Dear Friend,

We are excited that you are ready to begin the process of planning for your future. This guide will help you get started by collecting the information necessary to create your plan.

The guide is short and usually takes about two hours to complete.

Once you have completed your information I would be happy to answer any questions you might have. Please contact me to set up an in-person meeting or to talk by phone. Also, if you don't already have an estate planning attorney, I can give you some recommendations.

Your attorney will use the information you provide in this guide to draft your plan. A typical plan could include a will or trust, powers of attorney and healthcare documents. Your attorney will assist you in executing and finalizing your plan.

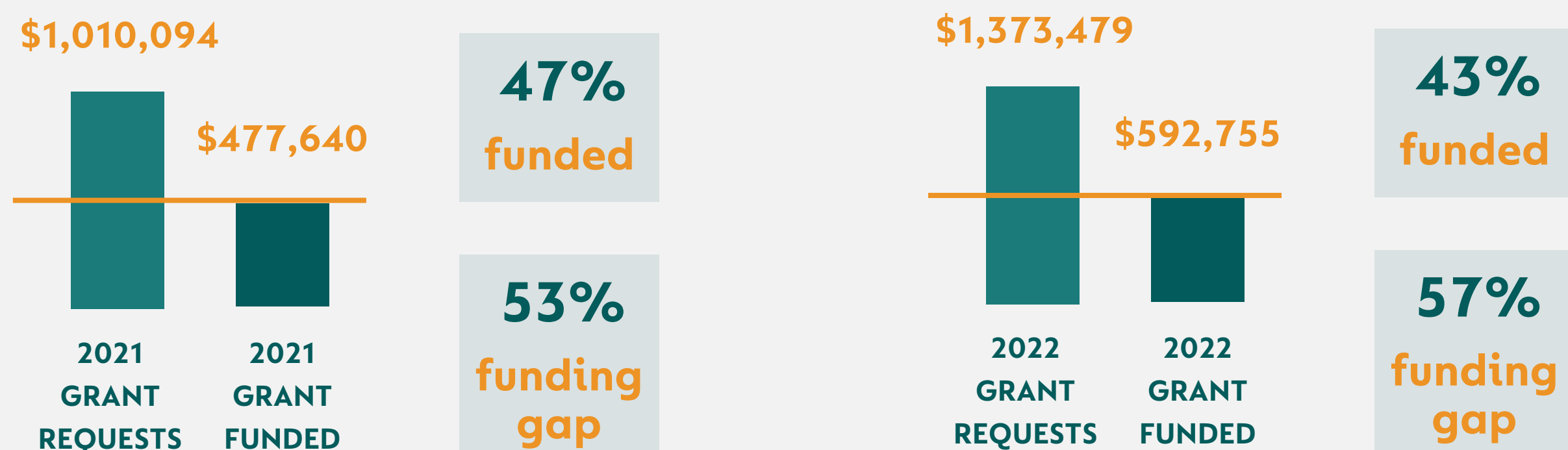
Charitable giving is often times considered when preparing an estate plan. Our role at the Foundation is to benefit the community by supporting nonprofits through relationship building, grant making and impact investing. As you can see through the graphic below, the need in McPherson County has exceeded our ability to fund. It is our hope that you choose to leave a legacy through the Foundation that will benefit your community for many decades to come.

Cordially yours,

Bucky Goss

President/CEO

McPherson County Community Foundation



The Foundation's Board of Directors recognized the annual requests far exceed our available spending balance. Growing our 'Dream Fund' by \$30 million increases our granting capacity by \$1.5 million - matching the need while allowing for growth in our communities

You & Your Family

Please tell us about you and your family. Print names in ink, not pencil. Spell names exactly as you want to appear in your estate documents. Use full legal names, not nicknames.

Your Personal Information

Date _____

Your Full Legal Name _____

Date of Birth _____ **Gender** Male Female

Present Marital Status:

If you are widowed, what date did that occur? _____

Home Address _____

City _____ **State** _____ **Zip** _____

Home Phone () _____ **Email** _____

Employer _____

Work Phone () _____ **Job Title** _____

Are you a U.S. Citizen or lawful Permanent Resident?

Born in the U.S. No Naturalized LPR

Check which documents you presently have:

Will Living Trust Durable Power of Attorney/Finances

Living Will Durable Power of Attorney/ Healthcare

Your Spouse Information

Your Spouse's Legal Name _____

Date of Birth _____ **Gender** Male Female

Have you previously been married?

Yes No

Has your spouse passed away?

Yes No

Home Phone () _____ Email _____

Employer _____

Work Phone () _____ Job Title _____

Are you a U.S. Citizen or lawful Permanent Resident?

Born in the U.S. No Naturalized LPR

Check which documents you presently have:

Will Living Trust Durable Power of Attorney/Finances

Living Will Durable Power of Attorney/ Healthcare

Do you or your spouse have a Prenuptial agreement that identifies and disposes of separate spousal property? (If yes, attach copy)

Yes No

Religious Affiliation

Religious Organization _____

City _____ State _____

Your Children

1. Full Legal Name _____

Date of Birth _____ Social Security # _____

Home Address _____

City _____ State _____ Zip _____

Marital Status

Married Single Needs Special Care Dependent Exclude

Relation

Child of Present Marriage Child of Previous Marriage Deceased

2. Full Legal Name _____

Date of Birth _____ Social Security # _____

Home Address _____

City _____ State _____ Zip _____

Marital Status

Married Single Needs Special Care Dependent Exclude

Relation

Child of Present Marriage Child of Previous Marriage Deceased

Your Children

1. Full Legal Name _____

Date of Birth _____ Social Security # _____

Home Address _____

City _____ State _____ Zip _____

Marital Status

Married Single Needs Special Care Dependent Exclude

Relation

Child of Present Marriage Child of Previous Marriage Deceased

2. Full Legal Name _____

Date of Birth _____ Social Security # _____

Home Address _____

City _____ State _____ Zip _____

Marital Status

Married Single Needs Special Care Dependent Exclude

Relation

Child of Present Marriage Child of Previous Marriage Deceased

Your Contacts and Healthcare

Your Executor

Your executor is the manager of your estate. Because he or she will make many decisions about the management and distribution of your estate, you should select a trusted person who understands your circumstances. An executor will usually complete eight separate steps to ensure an orderly transfer of all of your property to the right individuals.

1. Submit your will to the probate court
2. Locate your heirs
3. Determine your estate assets and values
4. Pay bills and the estate attorney
5. Make debt payments
6. Resolve any estate controversies
7. File your income and estate tax returns
8. Distribute your assets to heirs

Executor _____

Home Address _____

City _____ State _____ Zip _____

Home Phone () _____ Email _____

Alternate Executor _____

Home Address _____

City _____ State _____ Zip _____

Home Phone () _____ Email _____

Your Guardian for Minor Children

Guardian _____

Home Phone _____ Email _____

Home Address _____

City _____ State _____ Zip _____

Alternate Guardian _____

Home Phone _____ Email _____

Home Address _____

City _____ State _____ Zip _____

Your Health Care Representative

Healthcare Power of Attorney _____

Home Phone _____ Email _____

Home Address _____

City _____ State _____ Zip _____

Relationship, if not spouse _____

Alternate Healthcare Power of Attorney _____

Home Phone _____ Email _____

Home Address _____

City _____ State _____ Zip _____

Relationship, if not spouse _____

Your Finances

Please list all of your assets and liabilities. This will help your advisor plan your estate.

Asset	\$ Total Value of Asset	Check if Joint Property	Check if Your Property	Check if Spouse's Property
Example Property (1234 street name, state)	225,000	✓		
Real Estate				

Asset	\$ Total Value of Asset	Check if Joint Property	Check if Your Property	Check if Spouse's Property
Example Account Number	225,000	✓		

Checking Accounts

Savings Accounts/CDs/Money Market Funds/Credit Union Accounts

Asset	\$ Total Value of Asset	Check if Joint Property	Check if Your Property	Check if Spouse's Property
Example Account Number	225,000	✓		

Investments/Bonds/Stocks

Personal Property

Furniture/Household Furnishings				
Tools and Equipment				
Antiques/Collections				
Jewelry				

Asset	\$ Total Value of Asset	Check if Joint Property	Check if Your Property	Check if Spouse's Property
Example Account Number	225,000	✓		
Personal Property(cont.)				
Automobiles/Vehicles				
Business Interests				
Life Insurance - Face Amount/Death Benefit				
Retirement (IRA/401k/403b) Custodian, Account Number				
Miscellaneous				
Total Assets:\$				

Liabilities	\$ Total Amount of Debt	Check if Joint Debt	Check if Your Debt	Check if Spouse's Debt
Example Account Number	225,000	✓		
Mortgage on Personal Residence				
Mortgage on Second Residence				
Mortgage on Vacation Home				
Vehicle Debts				
Charge Accounts				
Installment Contracts				
Loans on Life Insurance				
Other Debts				
Total Liabilities:\$				
Total Estate (Assets Less Liabilities):\$				

Your Estate Plan

Simple Will - Married Couple

First Estate - Specific Bequests, Balance to Spouse

Bequests of items or amounts to family or to charities

Item or Amount

Recipient, City and State

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Bequests of Percentage of First Estate to Family or Charities, Balance to Spouse

Item or Amount

Recipient, City and State

1. _____ % to
2. _____ % to
3. _____ % to
4. _____ % to
5. _____ % to
6. _____ % to

Your Estate Plan

Simple Will - Single/Surviving Spouse

Specific Bequests

Bequests of items or amounts to family or to charities

Item or Amount

Recipient, City and State

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Residue of Estate

Percent of residue to family or to charities

Item or Amount

Recipient, City and State

1. _____ % to
2. _____ % to
3. _____ % to
4. _____ % to
5. _____ % to
6. _____ % to

Your Estate Plan

Simple Will - Single/Surviving Spouse

Specific Bequests

Bequests of items or amounts to family or to charities

Item or Amount

Recipient, City and State

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Residue of Estate

Percent of residue to family or to charities

Item or Amount

Recipient, City and State

1. _____ % to
2. _____ % to
3. _____ % to
4. _____ % to
5. _____ % to
6. _____ % to

Your Estate Plan

Will With Trust for Children - Married Couple

First Estate - Specific Bequests, Balance to Spouse

Bequests of items or amounts to family or to charities

Item or Amount

Recipient, City and State

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Bequests of Percentage of First Estate to Family or Charities, Balance to Spouse

Item or Amount

Recipient, City and State

1. _____ % to
2. _____ % to
3. _____ % to
4. _____ % to
5. _____ % to
6. _____ % to

Your Estate Plan

Will With Trust for Children - Single/Surviving Spouse

Specific Bequests

Item or Amount

Recipient, City and State

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Name, City and State of Trustee

Primary Name _____

Home Phone _____ Email _____

Home Address _____

City _____ State _____ Zip _____

Relationship, if not spouse _____

Age for ending trust and distributing principal to children _____

Your Estate Plan

"Give It Twice" Trust for Family - Married Couple

A married couple with an estate below the Federal exemption amount may desire a simple will. The first estate may include specific bequests to children or charity with the balance transferred outright to the surviving spouse.

First Estate - Specific Bequests, Balance to Spouse

Bequests of items or amounts to family or to charities

Item or Amount

Recipient, City and State

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Bequests of Percentage of First Estate to Family or Charities, Balance to Spouse

Item or Amount

Recipient, City and State

1. _____ % to
2. _____ % to
3. _____ % to
4. _____ % to
5. _____ % to
6. _____ % to

Your Estate Plan

"Give It Twice" Trust for Family - Single/Surviving Spouse

Specific Bequests

Bequests of items or amounts to family or to charities

Item or Amount

Recipient, City and State

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Residue of Surviving Spouse's Estate

Item or Amount

Recipient, City and State

1. _____ % to
2. _____ % to
3. _____ % to
4. _____ % to
5. _____ % to
6. _____ % to

Your Estate Plan

"Give It Twice" Trust for Family - Single/Surviving Spouse

Another popular option for the estate of a surviving spouse is to divide the second estate into two parts. The first portion of the estate is given to the children when you pass away. The other part is transferred to a "Give It Twice" Trust. This is a charitable remainder unitrust that pays 5% each year to children for 20 years (5% times 20 years equals 100% - Or you may select 6% for 18 years.) After paying income to children for 20 years, the trust corpus is given to favorite charities. If you select this option, please choose the portion outright and the part in the "Give It Tice" Trust (the total of the two percentages will equal 100%).

Outright to children _____ %

To "Give It Twice" Trust _____ %

Children in Trust

Children to receive income

Amount

1. _____ % to

2. _____ % to

3. _____ % to

4. _____ % to

5. _____ % to

6. _____ % to

Recipient, City and State

Charities at the End of Trust

Charities to receive trust remainder

Amount

1. _____ % to

2. _____ % to

3. _____ % to

4. _____ % to

Recipient, City and State

Sample Bequest Language

We have provided some basic bequest language to assist you and your attorney.

1. BEQUEST OF A SPECIFIC DOLLAR AMOUNT

i. "I hereby, give, devise and bequeath [\$Dollars] to [Organization], a non-profit organization located at [Address], Federal Tax ID # _____, for [Organization's] general use and purpose."

2. BEQUEST OF PERSONAL PROPERTY

i. "I hereby, give, devise and bequeath [Description of Property] to [Organization], a non-profit organization located at [Address], Federal Tax ID # _____, for [Organization's] general use and purpose."

ii. "I hereby, give, devise and bequeath [Percentage of Your Estate] to [Organization], a non-profit organization located at [Address], Federal Tax ID # _____, for [Organization's] general use and purpose."

3. BEQUEST OF SPECIFIC REAL ESTATE

i. "I hereby, give, devise and bequeath [Address or Description of Property] to [Organization], a non-profit organization located at [Address], Federal Tax ID # _____, for [Organization's] general use and purpose."

4. BEQUEST OF PERCENTAGE OF AN ESTATE

i. "I hereby, give, devise and bequeath [Percentage of Your Estate] to [Organization], a non-profit organization located at [Address], Federal Tax ID # _____, for [Organization's] general use and purpose."

Disclosure on Attorneys and This Charity

Thank you for completing this form. It is offered by us to you as an educational service. While we attempt to provide helpful estate and financial background, we are not able to offer specific legal advice on your personal situation. Because you may have special needs, we know that you will want to contact your own attorney. He or she will be your independent advisor and will have an obligation of trust and confidence to you. With the advice of your independent attorney, you may have a customized estate plan that truly fulfills your unique family, healthcare, estate and planning circumstances

**"Giving through
your estate is the
easiest way to
guarantee that the
organizations that
you have loved and
been apart of, will
be around for the
next generation."**



Becky Goss
President/CEO
McPherson County
Community Foundation

Leave a legacy with the Foundation:

We've set aside time on the Tuesday of each week for meetings about charitable giving in estate plans. These meetings take place in the afternoon and you will meet with our President/CEO Becky Goss.

Schedule a meeting today: 620-245-9070

McPherson County Community Foundation
1233 N. Main McPherson, KS, 67460
620-245-9070
8:00 a.m. to 4:00 p.m. Monday-Thursday



MCPHERSON COUNTY
**Community
Foundation**

