



UNIVERSITY
of ALASKA
FOUNDATION



your legacy
PLANNING YOUR
WILL AND TRUST



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ANCHORAGE





A GUIDE TO PLANNING YOUR WILL AND TRUST

On behalf of the University of Alaska (UA) system, we offer this step-by-step guide for planning your will and trust that will save you time and expense in finalizing your plans.

The UA system enjoys a 100-year tradition of inspiring learning, research, discovery, and creative expression by providing higher education and training opportunities for all Alaskans at our three distinguished universities: University of Alaska Anchorage, University of Alaska Fairbanks, and University of Alaska Southeast.

In 1974, the University of Alaska Foundation was created as an independent non-profit 501(c)(3) foundation to support these universities through private giving. Today, the UA Foundation's assets under management total over \$526 million, consisting primarily of charitable endowments created by generous donors just like you.

Each year, alumni and friends let the UA Foundation know about their plans to include legacy gifts in their will or trust to one or more of the UA system's universities. We welcome each of these contributors into our Legacy Society of donors.

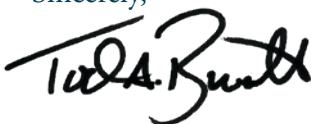
Legacy gifts are creative financial approaches to philanthropy that cost nothing during your lifetime and can provide for loved ones, protect assets, simplify estate administration, reduce taxes, and even provide lifetime income. Many of our Legacy Society donors followed the path outlined in this guide to create a will or trust that provides for loved ones and charitable pursuits. We are truly honored to partner with our Legacy Society donors in pursuing their visions for the future of Alaska.

If you would like to make a legacy gift, we encourage you to make your intent known. We recommend you share your estate planning ideas with your attorney and other planning professionals.

Should you decide to include one of our three universities or the UA system in your plans or require additional information, don't hesitate to contact us at gift.planning@alaska.edu or **907-786-1111**.

Thank you for supporting the University of Alaska system and its 20,000 students who are empowering Alaska's future.

Sincerely,



TOD A. BURNETT, ED.D.

President

University of Alaska Foundation

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PLANNING YOUR



A GUIDE TO PLANNING YOUR WILL AND TRUST

Welcome to A Guide to Planning Your Will and Trust. A plan is important for protecting those you love, but an estimated 60% of Americans don't even have a will. This guide will help you by making the process easy and understandable. This guide will show you how to update your estate plan with a will and make plans for your potential medical decisions. Having an estate plan will be a comfort to your family and ensure your intentions are fulfilled.

This guide is designed to help you write a very good chapter in the book of your life, one that continues the legacy of love and care that you leave for your family, friends, and organizations important to you.

A Guide to Planning Your Will and Trust will prompt you to think about how you want your assets to be distributed at death and assist you in gathering the information your attorney will need. Completing the guide will save costs on planning your estate.

LEGACY

HOW DO I USE THIS GUIDE?

It is usually best to move quickly through the different sections with the information you know or have readily available. You may need to come back later and fill in some of the information.

WHAT IF I HAVE QUESTIONS ABOUT SOME OF THE INFORMATION?

We are always available to help. Call 907-786-1111 or email us at gift.planning@alaska.edu for more information.

WHAT GOOD THINGS HAPPEN WITH AN UPDATED WILL?

With an updated will, you direct the transfer specific property or assets within your estate. For those with larger estates, there could be substantial estate tax savings. In addition, you know that the executor or personal representative you select (not the one a probate judge chooses) will be managing your property. A good will is able to carry out your plan and save thousands of dollars while transferring property quickly and inexpensively to your loved ones.

CAN I USE MY ESTATE PLAN TO CREATE A LEGACY?

A good estate plan can indeed create a legacy for loved ones and charity that gives added meaning to your life. Start with these two simple steps:

1. **Complete this guide.**

Provide information about your loved ones, estate, and goals.

2. **Share it with your attorney.**

You will need to provide this document to your attorney to finalize your will. (If you need a list of estate planning professionals in Alaska or in other states, email gift.planning@alaska.edu for a referral.)



ESTATE PLANNING



G D O C U M E N T S



GETTING STARTED

There are three basic steps in the estate planning process.

1. WRITE DOWN WHAT YOU OWN

It is important to understand what you own and what assets will be transferred through your estate.

2. KNOW HOW ASSETS ARE TRANSFERRED

Some assets are transferred by will and some are transferred by a beneficiary designation or other form. You need to know how your property will be transferred in order to avoid an accidental disinheritance. With a good plan, your property can be transferred as you desire.

3. SIGN YOUR WILL AND MEDICAL DIRECTIVES

It is important to sign the documents that correctly express your will and desires, both for your assets and for your potential future personal care. In Alaska, two witnesses to your signature must also sign your will.



BASIC ESTATE PLANNING DOCUMENTS

Let's start by reviewing the three basic estate planning documents: a will, a durable power of attorney for finances, and an advance healthcare directive.

1. CURRENT WILL

Your will is a written document signed by you and, in Alaska and some other states, by two or more witnesses. In some states, your signature must be witnessed by a notary public. If the will is believed to be authentic by the probate court, it is used to determine the distribution of your property. If the will is not valid or you do not have a will, the court will follow state law for those without a will. Court decisions might be contrary to your desires.

For example, without a valid will, a judge might choose guardians for your minor children, select trustees to manage your property, and even award property to your distant relatives.

With a valid will, you are able to choose who will inherit your property and who will administer your estate as executor or personal representative. If you have minor

children, you can choose a person to raise your children. With a trust, you are permitted to decide who will manage the trust.

A valid will is an essential part of transferring your property at the right time to the right people at the lowest cost. Without a valid will, costs, delays and the probability of expensive conflict increase. You can provide a wonderful legacy for loved ones with an updated will and a sound estate plan.

2. DURABLE POWER OF ATTORNEY FOR FINANCES

You probably are a very good financial manager. As long as you are able to manage your affairs, things will be fine. However, there may come a time when you are in poor health or perhaps in the hospital. While lying on your hospital bed, you do not want to worry about your property being neglected or bills going unpaid.

A durable power of attorney for finances is the solution that protects your property and yourself. If you are no longer able to manage your property, the person that



you select in this durable power has the right to act as your agent. Even if you are disabled or incapacitated, this person will have the legal right to manage your property. If you do not have a durable power of attorney for finances, it will be necessary for the court to appoint a conservator.

The court may select any person as conservator and there often will be expensive reports, audits and costs in the management of your property. If you sign a durable power of attorney for finances, the person that you select may manage your property without all the expense of a court-appointed conservator.

3. ADVANCE HEALTHCARE DIRECTIVES

There are two general types of healthcare directives, a durable power of attorney for healthcare and a living will. In some states, they are combined into one document called an advance healthcare directive.

The durable power of attorney for healthcare allows you to select a person who can assist your doctors in making healthcare decisions while you may be incapacitated.

You may have a serious medical condition and the doctor will need the advice of another person regarding the best possible care for you. Your designated holder of the durable power of attorney for healthcare can help the doctors ensure that you have high-quality care. The living will is a second document (in most states) and covers the time before your probable death.

In the last days and weeks of life, there are a number of decisions regarding care, nutrition, hydration and resuscitation that need to be made. The living will gives you the opportunity to offer recommendations to medical staff about the types of care to be provided to you at that time.

The website AlaskaLawHelp.org provides templates you can use to complete an advance healthcare directive, appoint an agent, or authorize power of attorney. The website is a service of Alaska Legal Services Corporation.

SOME ESTATE PLANNING OPTIONS

CHARITABLE ENDOWMENTS

Another option that you may prefer is to leave property or money in an endowment form so that the charity does not spend the principal. Instead, the charity spends the endowment income (as the donors often have done throughout their lives). Endowments may be left to community foundations or directly to the charity with instructions for their use. It is helpful to suggest a general purpose for the endowment fund because it will last perpetually, and the original purpose for the gift may one day not exist. If you are interested in an endowment approach to your charitable gifts, please contact us.

LIFE INSURANCE

Life insurance is usually permanent (whole life or universal life) or term. The insurance policy is a contract, and there is a beneficiary designation form. You will select the primary and contingent beneficiary to receive the death benefit if you pass away with a valid insurance policy.

DONOR ADVISED FUNDS

A Donor Advised Fund (DAF) is a simple and efficient way to help charities that you love. By establishing a DAF, you can time the gifts you make (for investment or tax reasons) and you can select the charities you wish to benefit from your gifts. You receive the income or estate tax deduction, and the opportunity is there to make distribution decisions later.

Many use a DAF as an estate beneficiary so that they can allow loved ones to continue supervising the gifts from their fund for years to come. Parents appreciate the way that their DAF encourages children to be involved in philanthropy.

CHARITABLE GIFT ANNUITY

Many of our friends, especially those age 70 and above, are very interested in fixed payments from a charitable gift annuity. Higher annuity rates are particularly desirable for older annuitants or those wanting to

defer their payments. And now, with new provisions in the tax code, many are surprised to learn that they can use their required minimum distributions to fund their gift annuities.

If you fund a gift annuity, you receive a substantial income tax charitable deduction and fixed payments for life. A gift annuity may pay for one life or for two lives and the payments will last until both have passed away.

CHARITABLE REMAINDER TRUSTS

A charitable remainder trust is an excellent way to benefit yourself, your partner or other loved ones. It combines substantial tax savings with the ability to produce a very good income for you or your family members. Charitable remainder trusts are especially helpful for individuals who retire and would like to sell land or stock tax-free and receive a generous income.

LIVING TRUSTS

If you have a complex estate, you may find it desirable to create a living trust. The living trust is completely within your control during your lifetime. You can add or remove property from the trust at any time. During your lifetime, the trust income is taxable to you. There are at least three major benefits of the living trust. First, if you are sick or in the hospital, your designated successor trustee can take over and manage your property for your benefit. Second, if you pass away, the property in the living trust will avoid probate and potentially save thousands of dollars in costs. Third, the living trust typically is a private document and is not made public during the probate process.

CUSTOM ESTATE PLAN FOR BUSINESS, INVESTMENTS, OR SPECIAL NEEDS CHILD

If you own a business, substantial real estate holdings, or a large estate, then a custom estate plan that considers your special property goals and requirements should be created. Another custom estate plan option is important if you have a child with special needs. A child with



special needs may be provided for through a special needs trust. A special needs trust will facilitate care of the child by providing resources and directions. In some cases, a child may qualify to receive federal or state benefits if that is helpful in providing care for the special needs child.

IRA, 401(K), OR OTHER RETIREMENT PLAN

Your IRA, 401(k), or other retirement plan is transferred by a beneficiary designation. Normally, the beneficiaries

should be named on the IRA, and it should be given directly to family or charity, and not to your estate. The IRA or 401(k) custodian should provide a form for you to select a primary and contingent beneficiary. Because your retirement plan may represent a major portion of your property (60%), your beneficiary designation should be reviewed every two to four years.

YOU AND YOUR F

Start your estate plan with information about you and your family. Spell names exactly as you want them to appear in your estate documents. *Use full legal names, not nicknames.*

YOUR INFORMATION

Date: _____

Your Full Legal Name: _____

Date of Birth: _____

Present relationship status:

Married Single Divorced Legally Separated Surviving Spouse Other

If you are a surviving spouse, what date did this occur? _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Info on Previous Marriages or Other Legal Relationships: _____

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

Born in the U.S. Naturalized LPR No

Check which documents you presently have:

Will Advance Healthcare Directive Living Trust
 Durable Power of Attorney/Health Care Durable Power of Attorney/Finances

FAMILY

YOUR SPOUSE'S INFORMATION

If you are not legally married but have a life partner, please provide information for that person.

Spouse's Full Legal Name: _____

Date of Birth: _____

Gender: Male Female

Has your spouse previously been married? Yes No

If your spouse is a surviving spouse, what date did this occur? _____

Home Phone: _____ Email: _____

Employer: _____

Is your spouse a U.S. Citizen or Lawful Permanent Resident?

Born in the U.S. Naturalized LPR No

Check which documents your spouse presently has:

Will Advance Healthcare Directive Living Trust
 Durable Power of Attorney/Health Care Durable Power of Attorney/Finances

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

Yes No



YOUR DEPENDANTS' INFORMATION

Please list all dependents, whether minors or adults, including deceased dependents and dependents of a prior relationship. If you need more space, attach additional pages. If you wish to exclude a dependent as a beneficiary of your estate, check the "Exclude" box. If you have no dependents, write "NONE."

DEPENDENT 1

Full Legal Name: _____

Date of Birth: _____

Present status: Married Single Needs Special Care
 Dependent Exclude Other

Home Address: _____

City: _____ State: _____ Zip: _____

Origin: Child of Present Marriage or Relationship Child of Prior Marriage or Relationship Deceased

DEPENDENT 2

Full Legal Name: _____

Date of Birth: _____

Present status: Married Single Needs Special Care
 Dependent Exclude Other

Home Address: _____

City: _____ State: _____ Zip: _____

Origin: Child of Present Marriage or Relationship Child of Prior Marriage or Relationship Deceased

DEPENDENT 3

Full Legal Name: _____

Date of Birth: _____

Present status: Married Single Needs Special Care
 Dependent Exclude Other

Home Address: _____

City: _____ State: _____ Zip: _____

Origin: Child of Present Marriage or Relationship Child of Prior Marriage or Relationship Deceased

DEPENDENT 4

Full Legal Name: _____

Date of Birth: _____

Present status: Married Single Needs Special Care
 Dependent Exclude Other

Home Address: _____

City: _____ State: _____ Zip: _____

Origin: Child of Present Marriage or Relationship Child of Prior Marriage or Relationship Deceased

DEPENDENT 5

Full Legal Name: _____

Date of Birth: _____

Present status: Married Single Needs Special Care
 Dependent Exclude Other

Home Address: _____

City: _____ State: _____ Zip: _____

Origin: Child of Present Marriage or Relationship Child of Prior Marriage or Relationship Deceased

YOUR ESTATE PLANNING GOALS

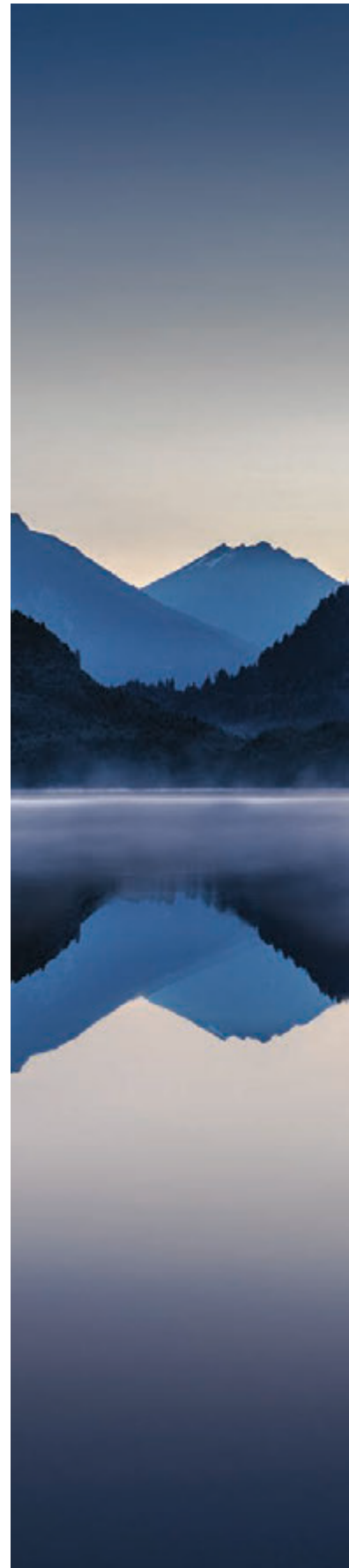
You will have a number of goals that can be carried out through your estate plan. Listed below are several types of goals. Please indicate how important these goals are by circling a number from one to five by each goal. If you would like assistance discussing your goals in a confidential setting, please feel free to call us at **907-786-1111** or email gift.planning@alaska.edu.

GOAL RANKING (1-5 with 5 being the most important)					
Reduce estate taxes	1	2	3	4	5
Increase current income	1	2	3	4	5
Provide for guardianship of dependents	1	2	3	4	5
Provide for healthcare if disabled	1	2	3	4	5
Protect against liability	1	2	3	4	5
Create a charitable legacy	1	2	3	4	5
Sell appreciated assets tax-free	1	2	3	4	5
Plan for business	1	2	3	4	5
Provide for heirs or loved ones	1	2	3	4	5
Other goals listed below	1	2	3	4	5

Comments:

YOUR ESTATE PLANNING BACKGROUND

1. **Legacy.** Many of our friends communicate their values, acknowledge a vital relationship or turn of fortune, or try to make a lasting difference to a special cause through their estate plans. What might you like to accomplish with your plans that would be most important to you?
2. **Trustee, Guardian or Executor.** Are you currently serving as a trustee of a trust, guardian of another person's children, or executor of an estate?
3. **Living Trust.** Have you previously created a revocable living trust? Or any other trust?
4. **Inheritance.** Is it likely that you may receive an inheritance? Do you know the age of the benefactor and the probable amount of the inheritance?
5. **Safe Deposit Box.** If you have one, please list the bank, the city and state, and who has the key.
6. **Philanthropic Strategy.** Have you developed a strategy for your philanthropy to be followed during your lifetime and/or after your death? Your strategy can focus on the impact you want to have, the opportunities you want to provide for others, or the specific charities you want to support.
7. **Philanthropy Planning.** Have you communicated your philanthropic strategy to loved ones, planning professionals, and charities you have selected? List anyone who is assisting with ensuring your philanthropic legacy.



YOU AND YOUR C

YOUR PERSONAL REPRESENTATIVE

Your personal representative is the manager of your estate. Because this person will make many decisions about the management and distribution of your estate, you should select a trusted person who understands your circumstances. A personal representative 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 beneficiaries
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 beneficiaries

Please name your personal representative and alternate personal representative.

YOUR PERSONAL REPRESENTATIVE

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Relationship: _____

YOUR ALTERNATE PERSONAL REPRESENTATIVE

In case the person above is unable or unwilling to serve, *please name an alternate personal representative.*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Relationship: _____

CONTACTS

YOUR GUARDIAN FOR DEPENDENTS

A very important decision for you is to decide who would be the guardian of your minor children or other dependents. Your guardian will raise your children, teach them values, select the schools they attend, and perform the functions of a parent. If you do not have a guardian selected in a will, a court may select a person. That person may not share your cultural background, your religion, your general world view, or any other aspects of the character that you think important. By selecting a guardian and an alternate in your will, you have a much better prospect of finding someone that you think is the right person.

If there are two parents, the survivor will usually be selected as the guardian. In this case enter “the other parent” as the primary guardian. But if both parents pass away, then it will be necessary to select an alternate guardian. If you are a single parent, it is especially important to carefully select a primary and alternate guardian.

PLEASE NAME YOUR GUARDIAN AND ALTERNATE GUARDIAN

Guardian: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Relationship: _____

YOUR ALTERNATE GUARDIAN

Guardian: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Relationship: _____

ADVANCE HEALTHCARE DIRECTIVE

In Alaska, the advance healthcare directive provides for your future healthcare. It includes your **durable power of attorney for healthcare** and your statement of care to be provided to you when you are in your final weeks or days.

A **durable power of attorney for healthcare** allows a person you select to make key decisions about your care. These could include whether an operation should be done or other major healthcare decisions. A durable power of attorney for healthcare is important to ensure that the right person has been selected. It is called a “durable” power because it is effective even if you are ill and not capable of making your own decisions.

The **advance healthcare directive** is your statement on decisions made with respect to nutrition, hydration, resuscitation and other critical care. When you have an advance healthcare directive, the decisions you have made in advance will guide these decisions and your end-of-life care.

The website **AlaskaLawHelp.org** provides templates you can use to complete an advance healthcare directive, appoint an agent, or authorize power of attorney. The website is a service of Alaska Legal Services Corporation.

POWER OF ATTORNEY FOR HEALTHCARE

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Relationship: _____

ALTERNATE POWER OF ATTORNEY FOR HEALTHCARE

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Relationship: _____

DURABLE POWER OF ATTORNEY FOR FINANCES

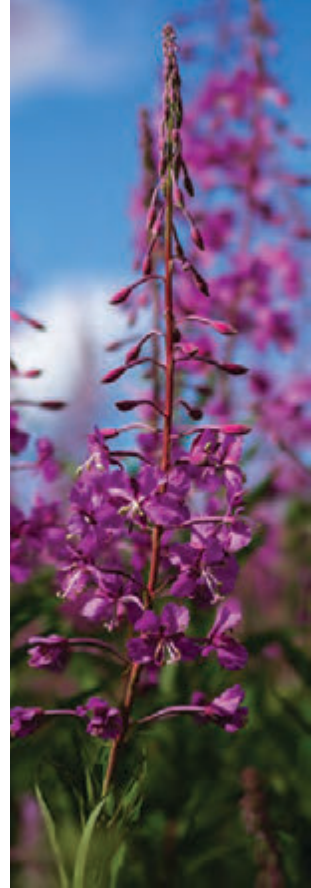
A common concern is, “What if I am sick and am no longer able to manage my property?” Unfortunately, there are far too many cases in which the property of senior persons are mismanaged or taken away by fraud or misrepresentation. A plan to protect yourself and your property is to have a **durable power of attorney for finances**.

If you are no longer able to manage your property, or later wish to have someone else manage your property, this durable power of attorney will give the person you select the legal authority to buy, sell, and manage your property.

The website **AlaskaLawHelp.org** provides templates you can use to complete an advance healthcare directive, appoint an agent, or authorize power of attorney. The website is a service of Alaska Legal Services Corporation.

Do you want to create a durable power of attorney for finances? Yes No

If married, does your spouse or life partner want a durable power of attorney? Yes No



POWER OF ATTORNEY FOR FINANCES

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Relationship: _____

ALTERNATE POWER OF ATTORNEY FOR FINANCES

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Relationship: _____

ESTATE PLANNING

Please list all of your assets and liabilities. This will help your advisors plan your estate.
 Most people learn at the end of this exercise that they are worth more than they think!

ASSETS

Asset	\$ Total Value of Asset	Check if Joint Property	Check if Your Property	Check if your Spouse's/ Partner's Property	Beneficiary if Known
Real Estate					
Main Residence Address					
Second Residence Address					
Vacation Home					
Checking Accounts					
Bank Account Number					
Savings Accounts/Cds/Money Market Funds/Credit Union Accounts					
Bank Account Number					
Tax Sheltered Annuity— not in Retirement Plan					

G FINANCES

Asset	\$ Total Value of Asset	Check if Joint Property	Check if Your Property	Check if your Spouse's/ Partner's Property	Beneficiary if Known
Financial Products					
Bonds or Bond Fund Custodian, Account Number					
Stocks or Stock Fund Custodian, Account Number					
Saving Bonds					
Personal Property					
Furniture/Household Furnishings					
Tools & Equipment					
Antiques/Collections					
Jewelry					
Automobiles/Vehicles					
Business Interests					
Life Insurance— Face Amount/Death Benefit					
Retirement IRA/401(k)/403(b) Custodian, Account Number					
Other Retirement Plan					
Miscellaneous					

LIABILITIES

Liability	\$ Total Value of Asset	Check if Joint Property	Check if Your Property	Check if your Spouse's/ Partner's Property	Beneficiary if Known
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/Debts: \$					
TOTAL ESTATE: \$ (Assets Less Liabilities)					

PHILANTHROPIC PLEDGES AND COMMITMENTS

Name of Charity	Amount Pledged	Check if Joint Property	How Will Pledge Be Paid?	Has the Charity Been Notified of This Pledge?
TOTAL COMMITMENTS				



PLANNING YOUR

CHOOSING YOUR ESTATE PLAN

When you are planning your estate, there are several decisions that must be made. First, you may select one of three options for a single person or for a married couple. After selecting your desired estate planning option, you will be able to enter the information for that plan.

SINGLE PERSON

1. **Simple Will.** With a simple will, you may transfer specific property, then give away what is left (the “residue” of your estate). Your simple will may transfer your property to loved ones or favorite charities.
2. **Will With Trust for Minor Dependents.** If you are a single parent with minor dependents, it will be important to select a guardian and a trustee to manage assets for their benefit.
3. **Will With “Give It Twice” Trust.** As a single person, you may desire to benefit dependents and loved ones and assist charity. A “Give It Twice” trust pays income to loved ones with the remainder to charity(ies).

MARRIED COUPLE

1. **Simple Will.** If you pass away first, your estate is transferred to your surviving spouse. If you are the survivor, with a simple will you may transfer specific property, then give away the residue of your estate. Your simple will may transfer your property to loved ones or favorite charities.
2. **Will With Trust for Minor Dependents.** If you pass away first, your estate is transferred to your surviving spouse. If you are the survivor and have minor dependents, it will be important to select a guardian and a trustee to manage assets for their benefit.
3. **Will With “Give It Twice” Trust.** If you pass away first, your estate is transferred to your surviving spouse. If you are the survivor, you may desire to benefit loved ones and assist charity. A “Give it Twice” trust pays income to loved ones with the remainder to charity(ies).

ESTATE

THE “RIGHT AMOUNT” INHERITANCE

What is the “right amount” to leave for young dependents and beneficiaries? Here are guiding principles for deciding on that amount.

First, everyone should provide for the needs of his or her family.

Second, this means that the inheritance provides a reasonable level of increased standard of living for young dependents and beneficiaries.

Are there guidelines for leaving children a substantial inheritance? How can a larger estate be transferred with a good result for children?

A larger inheritance may be used more wisely if it is distributed over a longer time and at a later age. Many who receive a large inheritance at an early age spend it within 18 months.

Consider transferring a larger inheritance over a period of years. A good plan includes a distribution of principal initially, income for a period of years, and a second payout of deferred principal.

Third, set up a target number for the inheritance. The total inheritance can then be designed to pass that amount to young dependents and beneficiaries. A target number is the sum of the principal and income given through the inheritance plan. With careful thought, the plan can move a substantial amount to loved ones, while still permitting them to learn to know the joy and rewards of work.



ESTATE PLANS FOR SINGLE PERSONS



Please circle #1, #2, or #3 and complete that section.

1. SIMPLE WILL – SINGLE PERSON

For a single person or surviving spouse, there is a simple will for loved ones. If the estate is under the federal estate tax exemption amount (\$12.94M in 2023) amount, this plan may work well. With a simple will, it is possible to transfer a specific property or amount, and then to divide the balance or residue of the estate. Many individuals also decide to leave a bequest to charity.

An option you might consider is to treat your favorite charities collectively as one heir. Consider an example of a person with three nieces. Under this plan, the charities together are considered the fourth niece. Therefore, the three nieces and the charitable portion will each receive $\frac{1}{4}$ of the estate. The $\frac{1}{4}$ transferred to charity could be divided on a percentage basis among your favorite charities.

NGLE INDIVIDUALS

SPECIFIC BEQUESTS

Gifts of items or amounts to loved ones or to charity.

Item or Amount	Recipient	City and State

RESIDUE OF ESTATE

Percent of residue given to loved ones or to charity.

Percent	Recipient	City and State



2. SIMPLE WILL WITH TRUST FOR DEPENDENTS – SINGLE PERSON

If you are a single person with dependents, or if you desire a trust for your dependents, this option can work well. This option assumes that one trust is created with income distributions made equally to dependents until the selected age. However, the trustee may be given the right to invade the trust for the support or education of your dependents.

If a testamentary trust is created by will for the benefit of minor dependents, it does not avoid probate. This trust would only become operative if neither parent is living. Funds from the trust are then given by the trustee to the guardian to provide for your dependent care and living expenses, including college. The trustee or guardian may be a single person, but could be two individuals as co-trustees or co-guardians if you so desire.

The trustee's responsibilities continue on until your dependent reaches the age you specify for the final distribution of any unused trust funds. The trustee can be

the same person as the guardian if you so choose. Careful consideration should be given to this important position. Integrity and the ability and experience to manage financial assets are important factors to consider. If you die without a will and leave property to your minor dependents, the court will appoint a conservator for your estate unless you establish a trust.

There are many advantages of a trust over a conservatorship. A conservator is generally appointed by a court and must follow rigid statutory rules. He or she must file an accounting and petition for approval before the court annually. This can result in expensive court costs and attorney fees. A conservatorship also ends at age 18 for each dependent and the dependent receives what is left in a lump sum. Ask yourself, "What will an 18-year-old do with the money?" With a trust you can specify the age at which your dependents will receive the principal from the trust. You may defer distribution of principal to age 25, age 30, or even longer.

SPECIFIC GIFTS IN THE TRUST

Item or Amount	Recipient	City and State

NAME, CITY AND STATE OF TRUSTEE

Primary Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Relationship: _____

Age for ending trust and distributing principal to dependents: _____

CHARITY IN TRUST

It is also possible to include favorite charities in your final trust distribution. A popular option is to treat the charities collectively as one heir at termination of the trust. If you would like to choose this option, *please check here* . In this case, all charities listed will divide one share and your dependents will each receive one share. Option: If you want selected charities to have a larger or smaller percentage of your estate, you may also *list that percentage here* _____.

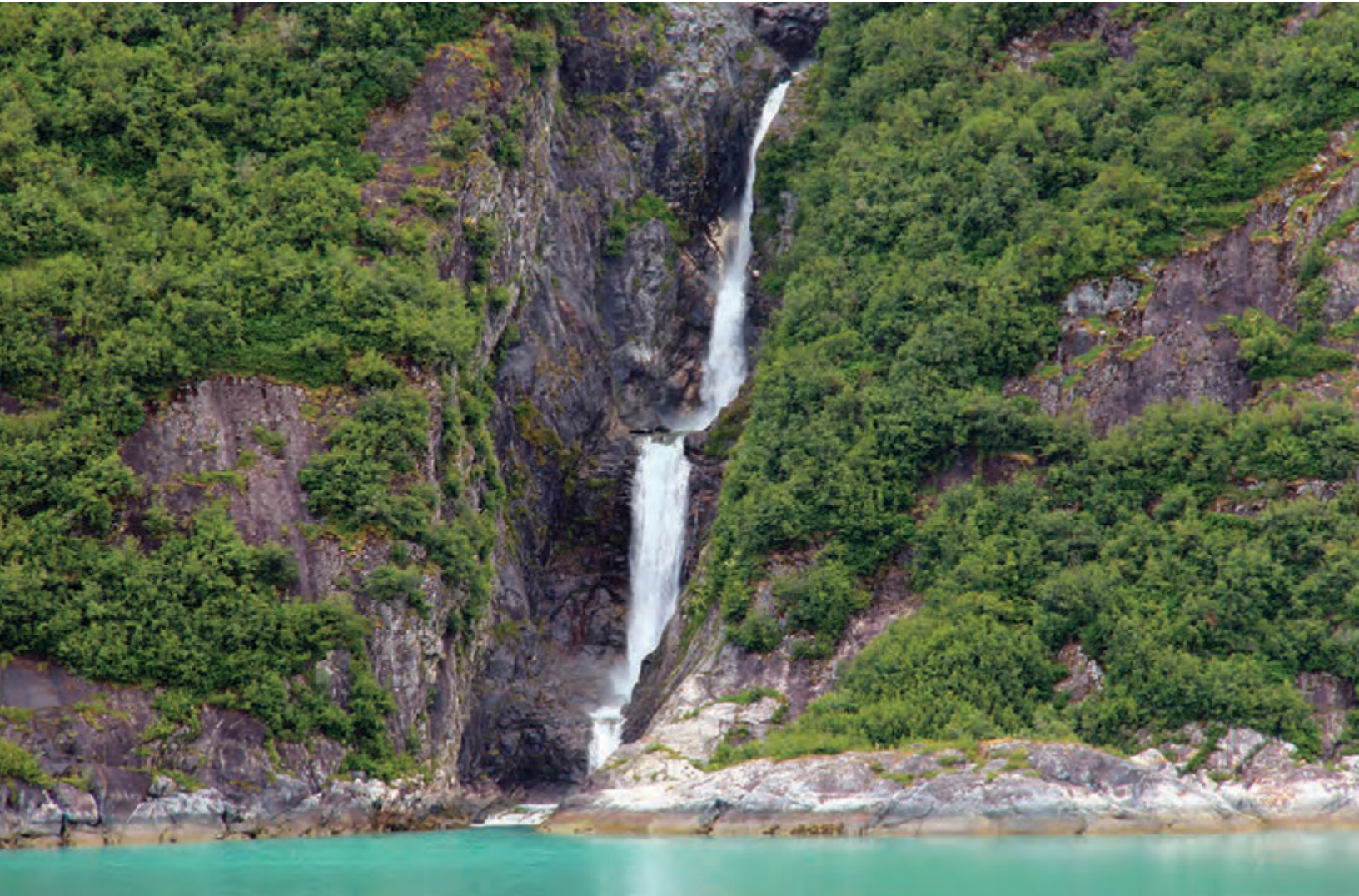
Charities to divide one share — % Share, Legal Name, City and State

Item or Amount	Recipient	City and State

3. “GIVE IT TWICE” TRUST FOR SINGLE PERSON

Another popular option for a single person is to divide the estate into two parts. The first portion of the estate is given to loved ones 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 loved ones for 20 years (5% times 20 years equals 100%; or you may select 6% for 18 years). After paying income to loved ones for 20 years, the trust corpus is given to charities you choose, like the University of Alaska Foundation.

For example, a surviving spouse had an estate of \$600,000. She gave \$200,000 outright to children from the estate and placed \$400,000 in the “Give It Twice” trust. After payouts of more than \$400,000 from the trust, the principal was given to her selected charities. Her children received \$600,000, the sum of \$200,000 directly from the estate and \$400,000 of income from the trust.



SPECIFIC GIFTS IN THE TRUST

Bequests of items or amounts to loved ones or to charities.

Item or Amount	Recipient	City and State

“GIVE IT TWICE” TRUST

If you select this option, please choose the portion to give to loved ones outright and the part in the “Give It Twice” trust (the total of the two percentages will be 100%).

Outright to Loved Ones _____% To “Give It Twice” Trust _____%

LOVES ONES IN TRUST

Percent	Recipient	City and State

CHARITIES AT THE END OF THE TRUST

Percent	Recipient	City and State

ESTATE PLANS FOR MA

Please choose one of the three options and fill out the information for that form only.

1. SIMPLE WILL – MARRIED COUPLE

A married couple with an estate worth less than the federal exemption amount (currently \$25.84M in 2023) may desire a simple will. The first estate may include specific gifts to loved ones or charity with the balance transferred outright to the surviving spouse. The estate of the surviving spouse may then be transferred by specific gifts or percent of the residuary to loved ones or charity.

An option that you might consider is to treat your favorite charities collectively as one heir. The estate of the surviving spouse could be divided among your selected loved ones and charities. Consider an example with three beneficiaries. Under this plan, the charities together are considered the fourth beneficiary. Therefore, the three beneficiaries and the charitable portion will each receive $\frac{1}{4}$ of the estate. The $\frac{1}{4}$ transferred to charities could be divided on a percentage basis among your favorite charities.

FIRST ESTATE — SPECIFIC BEQUESTS, BALANCE TO SPOUSE

Bequests of items or amounts to loved ones or to charities.

Specific Bequest	Recipient	City and State

MARRIED INDIVIDUALS

BEQUESTS OF PERCENTAGE OF FIRST ESTATE TO LOVED ONES OR CHARITIES, BALANCE TO SPOUSE

Percent	Recipient	City and State

SECOND ESTATE — SPECIFIC BEQUESTS

Bequests of items or amounts to loved ones or to charities.

Items/Percent	Recipient	City and State

RESIDUE OF SECOND ESTATE

Percent of residue to loved ones or to charities.

Percent	Recipient	City and State

2. SIMPLE WILL WITH TRUST FOR DEPENDENTS – MARRIED COUPLE

If you are a couple with minor dependents and desire a trust, this option can work well. A married couple with an estate worth less than the federal exemption amount (\$25.84M in 2023) may choose to protect and benefit dependents with a trust. The first estate may include specific bequests to loved ones or charity with the balance transferred outright to the surviving spouse. The estate of the surviving spouse may then be transferred by specific bequests with the residue passing to a trust for dependents.

This option assumes that one trust is created with income distributions made equally to dependents until the selected age. However, the trustee may be given the right to invade the trust for the support or education of dependents.

FIRST ESTATE — SPECIFIC BEQUESTS, BALANCE TO SPOUSE

Bequests of items or amounts to loved ones or to charities.

Items/Percent	Recipient	City and State

BEQUESTS OF PERCENTAGE OF FIRST ESTATE TO LOVED ONES OR CHARITIES, BALANCE TO SPOUSE

Percent	Recipient	City and State

SECOND ESTATE — SPECIFIC BEQUESTS

Bequests of items or amounts to loved ones or to charities.

Items/Percent	Recipient	City and State

NAME, CITY AND STATE OF TRUSTEE

Primary Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Relationship: _____

Age for ending trust and distributing principal to dependents: _____

CHARITY IN TRUST

It is also possible to include charities in your final trust distribution. A popular option is to treat charities collectively as one heir at termination of the trust. If you would like to choose this option, *please check here* . In this case, all charities listed will divide one share and your loved ones will each receive one share. Option: If you want selected charities to have a larger or smaller percentage of your estate, you may also list that percentage.

Charities to divide one share %	Recipient	City and State

3. "GIVE IT TWICE" TRUST FOR FAMILY — MARRIED COUPLE

A married couple with an estate below the federal exemption amount (currently \$25.84M) may desire a simple will. The first estate may include specific bequests to loved ones or charity with the balance transferred outright to the surviving spouse.

FIRST ESTATE — SPECIFIC BEQUESTS, BALANCE TO SPOUSE

Bequests of items or amounts to loved ones or to charities.

Items/Percent	Recipient	City and State

BEQUESTS OF PERCENTAGE OF FIRST ESTATE TO LOVED ONES OR CHARITIES, BALANCE TO SPOUSE

Percent	Recipient	City and State

SECOND ESTATE — SPECIFIC BEQUESTS

Bequests of items or amounts to loved ones or to charities.

Items/Percent	Recipient	City and State

RESIDUE OF SECOND ESTATE

Percentage of residue to loved ones or to charities.

Percent	Recipient	City and State

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 loved ones 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 loved ones for 20 years (5% times 20 years equals 100% — or you may select 6% for 18 years). After paying income to loved ones for 20 years, the trust corpus is given to your favorite charities.

“GIVE IT TWICE” TRUST

If you select this option, please choose the portion to give to loved ones outright and the part in the “Give It Twice” Trust (the total of the two percentages will be 100%).

Outright to Loved Ones _____% To “Give It Twice” Trust _____%

LOVED ONES IN TRUST

Percent	Recipient	City and State

CHARITIES AT THE END OF THE TRUST

Percent	Recipient	City and State

ESTATE PLANNING

PERSONAL PROPERTY DISTRIBUTION

LIST TO DISPOSE OF PERSONAL PROPERTY

Your will or trust is designed to transfer property to the person you select. However, many states permit you to update and maintain a list of personal items that may be changed whenever you desire. The lists must be signed and dated, and describe the personal property and name the recipient.

Under the laws of most states, you are permitted to make a list of property that may include jewelry, silver, china, furniture, and collections of stamps, coins, art, and other personal items that are movable. The advantage of this list is that you may update it as you buy or sell these items or you may change your mind about who should receive personal items.

By making and updating this list, you can change the recipients as your property changes. It is important to be certain that you have signed and dated each list. Only the last list you have completed before your demise will be valid.

If some items on this list are very valuable (especially art and other collections), then it is important to discuss the transfer of these items with your professional advisor. Your advisor may use language similar to the language below in your will:

EXAMPLE LANGUAGE

“Under the laws of the State of (STATE NAME) I may leave a written statement or a list, dated and signed by me, disposing of certain items of my tangible

personal property. Any such list with date and signature shall be effective to transfer the named personal property. If no signed and dated list is identified by my personal representative within 30 days after his or her qualification, it shall be presumed that there is no statement or list and any subsequently discovered statement or list shall be ignored.”

WAYS TO GIVE OR TRANSFER PERSONAL PROPERTY

GIVE DURING LIFE

Many senior persons start the gift process during life. By giving personal items to loved ones and charity, they understand and appreciate the gift.

CONSIDER PREFERENCES

Some loved ones may desire jewelry or art. Others may prefer to receive valuable books or china. Discuss the goals of loved ones and attempt to make gifts that will be most meaningful to each person. You can also give valuable personal property to your favorite charities.

LEAVE INSTRUCTIONS

The list is very useful. Other items could be distributed through a “rotating choice” plan. Everyone meets together and each person takes a turn at selecting one item.

Anytime you update your list, make a copy and send the original to your attorney or personal representative for safekeeping.

G INFORMATION

PLEASE MAKE YOUR LIST OF PERSONAL PROPERTY HERE:

Item/Percent	Recipient	City and State

Signature _____ Date _____



FREQUENTLY ASKED QUESTIONS (FAQS)

Why is estate planning more than a will?

An estate plan cares for both your property and your person. A will and, for some persons a trust, is important for the management and distribution of your property. But caring for your person requires creating a durable power of attorney for healthcare through an advance healthcare directive. The person who holds your durable power of attorney for healthcare can help the doctors make important decisions if you are in the hospital and not able to communicate.

Your advance healthcare directive is your statement of the care to be provided to you when you are in your final weeks or days.

How can I avoid probate?

In many cases, property can be transferred without probate. For example IRAs, insurance policies, and some other assets may be transferred through a beneficiary designation. These assets also make good charitable gifts. If you are on title with another person as joint tenant with right of survivorship, under state law property rules the real property will be transferred to the survivor. Finally, many trusts hold real estate and that property will be transferred to the trust beneficiary.

Who are primary beneficiaries of a will?

One of the first decisions that you make is to decide who receives specific land, home, or personal items. These are your primary beneficiaries.

When should you select a contingent beneficiary?

If you have given a primary beneficiary a specific item like a family heirloom, it is a very good idea to select a contingent beneficiary. However, if you do not, then the property simply is part of the residue of your estate. After distribution of specific property and payment of costs and taxes, the balance of the estate property is called the residue.

Why should you create a trust for minor beneficiaries?

Receiving property at a young age frequently leads to indulgence and serious problems. If you plan to leave property to minors, it is important to select a trustee to manage the property.

Should you forgive your children's debts?

Many parents pass away with outstanding loans to children. If you do decide to forgive debts to children or other family members, you may also want to include an offsetting gift of cash or other property to those family members who do not receive any debt forgiveness.

Why is selecting a guardian for dependents so important?

The guardian will perform most of the functions of a parent in teaching the child, selecting his or her school, providing ethical education, and many other aspects of the dependent's life.

If you have dependents and a substantial estate, should the same person be guardian of your dependents and trustee of their trust?

If there is a substantial property inheritance for the dependents, it is risky to transfer both the guardianship and the property to the same individual. After the parents pass away and the guardian has control of the property, the temptation to spend income and principal for personal benefits rather than for the care of the dependent is extremely strong. A better plan is to select another person or commercial institution as trustee to manage the property. The trustee performs an important check-and-balance role. He or she can also distribute income, and if needed, principal for the benefit of the dependents.

Should medical papers be kept in your safety deposit box?

NO. If you are ill and in the hospital, the durable power of attorney for healthcare or advance healthcare directive will need to be available to your healthcare agent. They may not have access to your safety deposit box. Your healthcare powers should be given to a friend or advisor so they are available if you are in the hospital and need their assistance.

Is it important to express your preferences on end-of-life care through an advance healthcare directive?

YES. While the states may use different forms and have a different name for the document, all permit you to express your healthcare preferences for end of life.

Is a loved one who lives in your area a good choice for your healthcare agent?

While you can select any loved one who lives in another state as your healthcare agent, it is helpful to select a

person who is in the area so that he or she is available if you need an immediate healthcare decision.

Will your personal preferences on pain management have substantial impact on your end-of-life care?

If you desire a high comfort level even though that leads to less mental clarity, or prefer a more moderate or even low comfort level with greater mental clarity, that will have great impact on the level of pain medication provided to you.

For a young person with a modest estate, is a will a better option than a trust?

For a young person with a modest estate, it is important to get started in the estate planning process. A will is the basic step and is much more reasonable in cost than a living trust. However, if you own substantial real property, a trust may be a good addition, even for a younger person.

If you use IRA beneficiary designations, joint tenancy with right of survivorship and other types of non-probate transfers, do you still need a will?

While a majority of property can be transferred through non-probate methods, your estate will require a will. If you have minor children, your will is used to select their guardian. But your estate invariably will include some personal items and other assets that are subject to the will. You may also receive an inheritance or lose your life in an accident that provides a large judgment to your estate. In all of these cases, it is essential to have a will to transfer your property as you choose, not as the court determines.

Does a living trust protect you in your very senior years?

With a living trust, you normally serve as the initial trustee and select the successor trustee. Your chosen successor will be able to take over if you are in your very senior years and are ill or otherwise unable to manage your property. This is a great comfort and protection for both you and your property.

SAMPLE BEQUEST LANGUAGE

We have provided some general bequest language to assist you and your attorney. Please contact us to confidentially discuss your planning questions. We can help tailor bequest language for your specific goals.

1. **Gift of a specific dollar amount**

“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. **Gift of specific personal property**

“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 purposes].”

“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 purposes].”

3. **Gift of specific real estate**

“I hereby give, devise and bequeath all of the right, title and interest in and to the real estate located at [Address or Description of Property] to [Organization], a non-profit organization located at [Address], Federal Tax ID # _____, for [Organization’s general use and purposes].”

4. **Gift of percentage of an estate**

“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].”

GIVING TO THE UNIVERSITY OF ALASKA

Bequest language specifying gifts to the University of Alaska system should use Federal Tax ID #23-7394620.

DISCLOSURE ON ATTORNEYS AND THIS CHARITY

Congratulations on completing this guide. 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 planning professionals. 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.

Recommendations for estate planning professionals that may be provided by the University of Alaska Foundation are drawn from the membership of the National Association of Estate Planners & Councils and are not meant to be an exhaustive list of qualified professionals who provide these services.





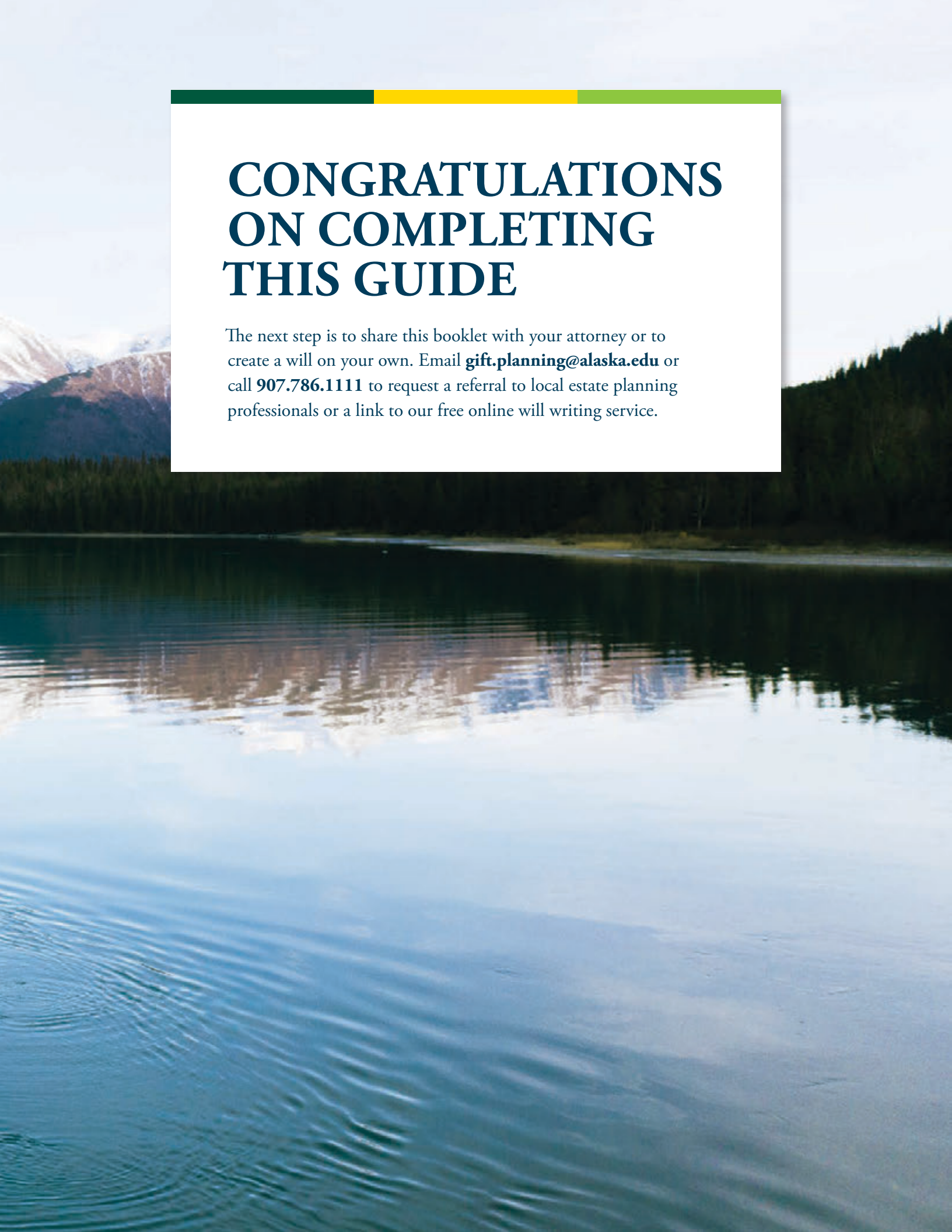
NOTES FOR MY GIFT PLANNER, CPA, ATTORNEY, OR FINANCIAL ADVISOR





CONGRATULATIONS ON COMPLETING THIS GUIDE

The next step is to share this booklet with your attorney or to create a will on your own. Email gift.planning@alaska.edu or call **907.786.1111** to request a referral to local estate planning professionals or a link to our free online will writing service.





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