

TRANSFER TITLE

- REAL ESTATE:**
 - A deed must be prepared, signed in the presence of a notary, and recorded in the appropriate county.
 - Contact your homeowner's insurance company to add the living trust as an additional insured.
- CHECKING & SAVINGS ACCOUNTS, CD'S:**
 - Take your **CERTIFICATE OF TRUST** to the institution, advise them that you have executed a living trust, and request that the name on all of your accounts be changed to the name of your trust. The institution may or may not change the account number, but you will be asked to sign new signature cards, where applicable. If the bank account is out-of-state, send a cover letter similar to the one we have provided for you and a copy of your **CERTIFICATE OF TRUST**.
 - Add co-signers to your account(s) and name your living trust as the TOD/POD beneficiary.
- VEHICLES:** Use a beneficiary designation form to name individuals or your trust as the beneficiary. Record the document with your **TITLE** at the **Motor Vehicle Department**.
- STOCKS, BONDS & INVESTMENTS:** Stocks held by you in your own name must be transferred by sending the **CERTIFICATE OF TRUST** to the transfer agent, along with a letter of request and a STOCK POWER, signed by you exactly as your name appears in the certificate and with your SIGNATURE GUARANTEED (not notarized) by a national banking association member. If you have a broker, your broker can assist you with these transfers. Investment accounts require a letter addressed to the administrator requesting the transfer, after which the appropriate documentation will be sent to complete.

UPDATE BENEFICIARIES

IMPORTANT: Do not change the owner of your life insurance, retirement accounts or annuities to your trust. Download or request from your agent a CHANGE OF BENEFICIARY FORM for each policy or account.

TDA **LI** TDA = Tax Deferred Accounts (IRAs, 401k's, annuities) LI = Life Insurance

- Name the trust as the PRIMARY BENEFICIARY** to control how and when beneficiaries receive retirement account and annuity money. Deferred taxes may be due upon transfer to the trust.
- Name the spouse as the PRIMARY BENEFICIARY and the trust as the CONTINGENT BENEFICIARY** to control how and when beneficiaries receive retirement account and annuity money. Deferred taxes may be due upon transfer to the trust.
- Name individuals as the PRIMARY BENEFICIARIES** to preserve the advantage of "rolling over" these funds into his or her own retirement account without incurring an adverse tax liability.
- Name the spouse as the PRIMARY BENEFICIARY and individuals as the CONTINGENT BENEFICIARIES** to preserve the advantage of "rolling over" these funds into his or her own retirement account without incurring an adverse tax liability.

DOCUMENTS IN YOUR ESTATE PLANNING PORTFOLIO TO COMPLETE

Documents below may be downloaded from: www.fourpeaksplanning.com

- ASSET CHECKLIST AND DEBT / LIABILITY CHECKLIST** (Place with Assets and Liabilities)
List the location of various accounts, real estate, vehicles and any debts
- DOCUMENT LOCATOR** (Place with Assets and Liabilities)
List the location of important documents.
- CONTACT INFORMATION** (Place with Asset & Liability Checklist)
List phone numbers, email and physical addresses of beneficiaries, successor trustees and others.
- PERSONAL PROPERTY TO DISTRIBUTE** (Last pages of Living Trust)
List personal items such as jewelry, artwork, furniture, firearms, etc to individuals. When you make your first entry, date and sign the bottom. You may then add to the list whenever you choose. You may remove an item by striking, initialing and dating. You may attach photographs to your trust to help identify objects.
- SENTIMENTAL VALUE ASSETS** (Place with Assets and Liabilities)
List information about personal properties value, both financial and sentimental.
- BURIAL INSTRUCTIONS** (Last page of each Last Will & Testament)
Leave clear instructions to your relatives to eliminate potential disagreements. You may list organ donation and other instructions.
- CHILDREN INFORMATION FOR GUARDIANS** (Place after Last Will & Testament)
Provide important information about your children for potential guardians.
- MEDICAL INFORMATION** (Place after Medical Powers of Attorney)
Provide important information about your medical needs for agents named in your medical documents.
- PET INFORMATION** (Place with Other Documents)
Provide important information about your pets' medical, feeding and other needs for caretakers.

MAKE COPIES FOR YOUR AGENTS AND PHYSICIANS

- HIPAA - HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**
- MEDICAL POWER OF ATTORNEY**
- MENTAL HEALTH CARE POWERS OF ATTORNEY**
- LIVING WILL**

Trust Funding Instructions – October 2014

Download updates and additional forms at: www.fourpeaksplanning.com

YOUR TRUST'S TAX ID #

For single persons with a trust, the Tax ID # (or EIN) should be your Social Security Number.

For married couples, the Tax ID # is traditionally the husband's Social Security Number but either spouse's can be used.

WHERE TO KEEP YOUR ESTATE PLAN

Keep your trust and important documents together in a secure yet easy to access location. If you opt to keep your trust in a bank's safety deposit box, ensure that your trustees and successor trustees all have keys and authority to open the box. Storing your trust at home is fine. Purchasing an inexpensive fire safe to store your documents is smart, but again, ensure your trustees have access to the safe's key.

Four Peaks Planning, Inc. does have signed copies of the first and last pages of your trust and a signed full copy of the Certificate of Trust. Possession of these documents does not grant us access to your assets. Remember - only the various Trustees have access to your trust's assets. But we can provide documents in case the trust needs to be replaced.

AMENDING YOUR ESTATE PLAN

If you wish to amend (make changes to) your estate plan, it is best to consult a legal professional.

You should not detach a legal page from your estate plan and insert the new page into the trust. This could invite a legal challenge from a disgruntled non-beneficiary or require a court's construction of the trust.

DISCUSSING YOUR ESTATE PLAN WITH FAMILY

If you are comfortable, there are many positives to proactively discussing your estate plan with beneficiaries and, especially Successor Trustees.

Email or print our Successor Trustee Guidelines from our website:

www.FourPeaksPlanning.com/clients