



# WESTMINSTER

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## MINISTRIES FOUNDATION

### **CONFIDENTIAL** **ESTATE INVENTORY**

#### **WESTMINSTER MINISTRIES FOUNDATION**

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## THE FOUR P'S OF ESTATE PLANNING

The Confidential Estate Inventory is designed to assist you in gathering the necessary and pertinent data on your estate. It is divided into four sections, known as the Four P's of Estate Planning: People, Property, Plans and Planners.

Each section which pertains to your personal situation should be completed as thoroughly as possible, using the guidelines provided.

This is all information which you can gather in the privacy of your own home. By doing so, you conserve valuable time and reduce the cost of professional counsel, who will be responsible for the actual implementation of your estate plan.

## GUIDELINES FOR COMPLETING THE PEOPLE SECTION

This section contains data on the people of your estate plan; family members, other individuals, and charitable organizations who are a part of your estate distribution.

As you consider who these individuals are, we trust the following guidelines will be of interest and value.

### THREE REASONS WHY PEOPLE GIVE

The first reason to give is **dependency**. Who is dependent upon you for financial support (husband, wife, minor children, aged parents)? Those who would suffer financial loss at your death take first priority, according to state law as well as Scriptures. "Woe unto the man who provideth not for those of his own household," speaks clearly to this point.

Note that it does not refer to prospering those individuals, nor does it necessarily speak to those who are no longer part of the household. But it strongly condemns the individual who does not care for his dependents. "**He has denied the faith and is worse than an infidel.**"

The second reason to give is **love**. There are those for whom you wish to make provisions because of your love for them, though they may not be dependent upon you. This, too, is

Scriptural. The basis of all giving is in the Scriptures. "For God so **loved**...that He **gave**..."

This is also a reason to list your charitable organizations. You love the people who are doing God's work here on earth. And as Jesus loved when He looked over Jerusalem and wept, you love the lost, dying and hurting world they are trying to reach.

The third reason why people give is **tradition**, and we contend that this is not a valid reason. Neither the Scriptures nor the laws of the states say you must divide your property equally among family members, because of tradition.

If they do not qualify as dependents, or if you cannot give to them out of love, you may need to reconsider your interpretation of God's plan of stewardship for your estate.

As you are listing the **People** of your estate, give complete information for all individuals...children from a former marriage, deceased children, adopted children, foster children, and any other relationships that apply to your situation, including the extent of dependency.

**Your Name**

**Date of Birth**

**Home Address**

**Personal Phone**

**E-mail Address**

**Business Phone**

**Occupation**

**Business Address**



Single     Married     Widowed     Divorced     Separated

**Spouse's Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Occupation** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Citizenship (if other than U.S.A.)** Husband \_\_\_\_\_ Wife \_\_\_\_\_

**Any former marriages?** Husband Yes  No  Wife Yes  No

**Children of this marriage:**

Name	Birthdate	Sex	Married	Children #	Ages
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Children of prior marriages:**

Name	H/W	Birthdate	Sex	Married	Children #	Ages
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Do any of your children have permanent disabilities? If so, please explain**

\_\_\_\_\_  
\_\_\_\_\_

**Deceased Children**

Name	Birthdate	Sex	Married	Children #	Ages
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Others to be considered**

Name	Age	Sex	Relationship
_____	_____	_____	_____
_____	_____	_____	_____

**Charitable Organizations**

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____



## GUIDELINES FOR COMPLETING THE PROPERTY SECTION

### IT IS NOW TIME TO TAKE A COMPLETE INVENTORY OF PROPERTY INCLUDED IN YOUR ESTATE

When you are making a listing of your property, it is important that you clearly convey to your planners how your property is held. The five basic types of property ownership are:

- 1) *Individual ownership*
- 2) *Tenants in common*
- 3) *Joint tenants with rights of survivorship*
- 4) *Tenants by the entirety*
- 5) *Community property*

The success or failure of tax planning and the final distribution of your estate are often dependent upon the coordination of property ownership with legal instruments in effect.

### Careful review is important.

It would not be practical to have appraisals made on all of your property at this time. However, it is important that you furnish your professional counsel with reasonable values.

Be realistic; do not over-value, or be too conservative. Give special attention to collections, hobbies, jewelry, and antiques. If there is any question on valuation or ownership, provide your professional counsel with as much information as possible.

### Using these guidelines, you are ready to take inventory of your estate.

#### Checking and Savings Accounts — Time Certificates — Money Market Funds

Type of Account	Maturity	Owner	Current Value
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
<b>Total</b>			<b>\$ _____</b>

#### Real Estate

Type	Location (State)	Owner	Purchase Date	Cost Basis	Mortgage Balance	Market Value
<b>Residence</b>	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
<b>Total</b>						<b>\$ _____</b>



**Life Insurance (Individual, Group, Mortgage)**

<i>Insured</i>	<i>Owner</i>	<i>Primary Beneficiary</i>	<i>Contingent Beneficiary</i>	<i>Plan of Insurance</i>	<i>Death Benefit</i>
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
<b>Total</b>					\$ _____

**Marketable Securities (Stocks, Bonds, Mutual Funds)**

<i>Name of Company</i>	<i># Shares</i>	<i>Owner</i>	<i>Type</i>	<i>Original Cost</i>	<i>Current Value</i>
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
<b>Total</b>					\$ _____

**Retirement Plans/Employee Benefits**

<i>Plan</i>	<i>Owner</i>	<i>Beneficiary</i>	<i>Value</i>
<i>Individual Retirement Account</i>	_____	_____	\$ _____
<i>Individual Retirement Account</i>	_____	_____	\$ _____
<i>401(k), 403(b) Plans</i>	_____	_____	\$ _____
<i>Tax Deferred Annuity</i>	_____	_____	\$ _____
<i>Qualified Pension, KEOGH or Profit Sharing Plan</i>	_____	_____	\$ _____
<i>Split Dollar, Stock Option or Thrift Plans</i>	_____	_____	\$ _____
<i>Deferred Compensation Agreement</i>	_____	_____	\$ _____
<i>Roth IRA</i>	_____	_____	\$ _____
<b>Total</b>			\$ _____

*Describe any unique provisions:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPERTY



**Business Interest**

Name of Business \_\_\_\_\_

Business Activity \_\_\_\_\_ Value \$ \_\_\_\_\_

*(Note: If farm, include value of machinery, livestock, grain in storage. List value of land under real estate.)*

Have minority interest or lack of marketability discounts been considered in value?  Yes  No

Net Profit (Before owner's earnings & taxes): 20 \_\_\_\_\_ \$ \_\_\_\_\_

Projected Future Change: 20 \_\_\_\_\_ \$ \_\_\_\_\_

Business Life Insurance: Beneficiary \_\_\_\_\_ \$ \_\_\_\_\_

Are any Family Members Involved in Business?  Yes  No

Names \_\_\_\_\_

Form of Business:  Sole Proprietorship  Partnership  
 C Corporation  Professional Corporation  
 S Corporation  Personal Holding Company

Buy/Sell Agreement  Yes  No

Describe (or attach copy)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Owner/Key Employees	Age	% Owned or # Shares	Annual Income	Include in Buy/Sell?
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____

At Death Business is to be:  Continued by Heirs  Liquidated  
 Sold to Surviving Owners  Other: \_\_\_\_\_  
 Sold to Key Employees \_\_\_\_\_

Please describe any unique qualities of your business that you feel are pertinent to your estate design:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**Miscellaneous Assets**

Type	Description	Owner	Value
Personal Effects/Autos	_____	_____	\$ _____
Antiques	_____	_____	\$ _____
Notes Receivable	_____	_____	\$ _____
Collections/Hobbies	_____	_____	\$ _____
Precious Metals/Gems	_____	_____	\$ _____
Oil and Gas Interests	_____	_____	\$ _____
Limited Partnership	_____	_____	\$ _____
Mortgages/Contracts	_____	_____	\$ _____
Other Assets	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		<b>Total</b>	\$ _____

**Liabilities**

	Owed on What Property?	Amount
Current Bills	_____	\$ _____
Bank Loans	_____	\$ _____
Notes Payable	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
		<b>Total</b>
		\$ _____

**Future Inheritances**

		Amount
Husband:	From Whom? _____ Age: _____	\$ _____
Wife:	From Whom? _____ Age: _____	\$ _____

**Federal Income Tax Information**

For Year 20 _____	Adjusted Gross Income \$ _____	Taxable Income \$ _____
Projected Change This Year 20 _____	\$ _____	\$ _____



## GUIDELINES FOR COMPLETING THE PLANS SECTION

When we talk about plans in this section of the Confidential Estate Inventory, we are focused upon what you understand to be God's plan of stewardship for the distribution of your estate.

**CONSIDER:**

1) If death had occurred yesterday, how would you want your **Property** distributed to your **People**?

Mentally reduce the value of all your properties to cash, and assume you are giving away that much money today. You cannot wait until tomorrow. How much will you give to each of the individuals and organizations you have listed as the **People** of your estate plan?

The only valid estate plan is the one in effect when death occurs.

2) But death did not occur yesterday. We all expect a long life, and we know God will bless and prosper us. What will change your plans in the future... dependents no

longer in need of your support, an inheritance changing your estate value (and increasing taxes), death of a beneficiary, inflation of estate values, etc.

Your professional counsel needs complete information to design an estate plan which will carry out your goals and objectives, express what you understand to be God's plan of stewardship for your estate, and be sufficiently flexible to accommodate future changes in your estate.

If you have an estate plan and are reviewing or revising that plan, it is important that you provide copies of existing wills, codicils, durable powers of attorney or trusts to your professional counsel.

If any reportable gifts have been made, provide complete details on these gifts.

And if pre-nuptial agreements, or powers of appointment are in existence, copies of these should also be provided.

PLANS

**Existing Plans**

		<u>YOU</u>		<u>YOUR SPOUSE</u>				
Do you have a will?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have trusts been created?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have durable powers of attorney been created...								
for property?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
for health care?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have reportable gifts been made?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, amount of unified credit used:		\$ _____			\$ _____			
Are pre-nuptial agreements in effect?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are community property agreements in effect?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If your answer is yes to any of these questions, please describe the agreement fully or attach a copy of the agreement:

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**Current Desires for Distribution of Property**

If married, at death of first spouse:

- All to surviving spouse
- Other desires \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If single, or at death of surviving spouse:

**Gifts in Kind:**

<i>Recipient</i>	<i>Property</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Gifts of Fixed Amounts:**

<i>Recipient</i>	<i>Amount</i>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Gifts of Percentages:**

<i>Recipient</i>	<i>Percentage</i>
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

**Other Desires:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## THE CHOICE OF A PERSONAL REPRESENTATIVE

The personal representative will be responsible for carrying out the terms of your will at the time of death. There are several items to take into consideration as you choose this individual.

**Availability.** Many times individuals wish to appoint a personal representative who lives some distance from the estate. An individual of approximately the same age or an individual who is occupied in business, might not be available to handle the responsibilities of a personal representative. Be sure to consider a personal representative who will be available when needed.

**Qualifications.** Is the individual whom you are considering qualified for the job through experience, business management, etc.?

**Interpersonal Conflicts.** Many times, the individual appointed is a family member, or someone with a vested financial interest in the estate. The responsibilities as personal representative may place him in a position of potential conflict with other family members.

The distribution of household goods and personal effects, sale of the family home, continuation of the family business or farm, all are decisions which may be better made by a third party, someone without a vested interest.

A good case can be made for the bank to serve as personal representative. They are bonded, they are available, they never move away or die. They do not have a vested financial interest in the estate, and they have experience in the probate process and management of estate assets.

If personal involvement in decisions is desired, a family member can serve with the bank, with powers limited to certain management decisions.

Remember, **people** are important. Choose your personal representative carefully. You should also name an alternate representative, should you choose not to use a bank or trust company.

P  
L  
A  
N  
S

	<i>Name</i>	<i>Address</i>
<b>Personal Representative</b>	_____	_____
		_____
<b>Alternate Representative</b>	_____	_____
		_____

## THE CHOICE OF A TRUSTEE

All that we have said concerning the choice of a personal representative can also be said about the choice of a trustee. The avoidance of interpersonal conflict, competence, and availability, all need to be taken into consideration.

Where a bank is chosen and you wish family representation, co-trusteeship is possible. But it's interesting to note that where the beneficiaries are given the power to either change trustees, or to veto the action of the trustee, this is usually sufficient control to satisfy most estates.

	<i>Name</i>	<i>Address</i>
<b>Trustee</b>	_____	_____
		_____
<b>Alternate Trustee</b>	_____	_____
		_____



## THE CHOICE TO HOLD POWERS OF ATTORNEY

The realities of life dictate that we must give consideration to who will be in a position to manage property and make health care decisions in case of mental or physical disability prior to death.

Relying on family members or friends to act under court-appointed conservatorship may affect interpersonal relationships and cause

unnecessary costs and restrictions.

The alternative is to grant this power to an individual whom you trust to hold your personal care and well being as a priority. This power does not give the named individual the ability to declare your incompetency. However, it does grant specific authority to that individual to act on your behalf once disability has been determined.

	<i>Name</i>	<i>Address</i>
<b>Power for Property</b>	_____	_____
<b>Alternate</b>	_____	_____
<b>Health Care Power</b>	_____	_____
<b>Alternate</b>	_____	_____

## THE CHOICE OF GUARDIAN FOR MINOR CHILDREN

One of the most important reasons for a young family to have an estate plan is to name a guardian for minor children. It's impossible to replace parents, but if death occurs, someone must fill that place.

You can select someone whose lifestyle is compatible to yours, who will care for your children in the kind of family surroundings which you desire, or that person will be selected by the probate court. It is your choice.

If you have not already selected that individual, it will be one of the most difficult decisions you will make in the estate planning process.

**The following guidelines may be of value as you make this choice:**

**1)** Individuals who do not have children may not make good guardians. You learn to be parents by being parents of babies, one-year olds, five-year olds, etc. This experience is important.

**2)** Many people who have two children, want two children. For this reason, they might not wish to be guardians, creating a larger family.

**3)** The age of the children of the family you choose as guardians is important. They should be the same general age as your children, avoiding a two-family situation.

**4)** And most importantly, make certain that the lifestyle of the people you choose is compatible with your Christian lifestyle, so your children will have the opportunity to continue to grow spiritually.

When you have made your choice and are comfortable with these individuals, you should discuss with them their willingness to serve.

The nomination of an alternate guardian is also important, should the individual you have chosen be unable or unwilling to serve when called upon.

	<i>Name</i>	<i>Address</i>
<b>Guardian</b>	_____	_____
<b>Alternate Guardian</b>	_____	_____



## GUIDELINES FOR COMPLETING THE PLANNERS SECTION

Estate planning is not a “do-it-yourself” project. Competent counsel, with expertise in state law, tax planning, and estate draftsmanship, is extremely important.

If you do not have competent legal counsel, another member of the estate planning team may be able to direct you to an individual who is experienced in this specialized field.

If you have legal counsel who is competent in the field of estate planning, you are fortunate. Your legal counsel will be the key to your estate planning team.

Most communities also have a lawyer referral service, which can refer you to two or three attorneys who are competent in this field.

Other members of the team will be your accountant, life underwriter, investment adviser, and bank trust officer.

	<i>Name</i>	<i>Address</i>
<b><i>Attorney</i></b>	_____	_____
		_____
		_____
<b><i>Accountant</i></b>	_____	_____
		_____
		_____
<b><i>Life Underwriter</i></b>	_____	_____
		_____
		_____
<b><i>Investment Adviser</i></b>	_____	_____
		_____
		_____

## THE NEXT STEP

Now that you have completed the ***Confidential Estate Inventory***, it is ready to be forwarded to our office. We will request preparation of a personalized design for your estate by Lifestyle Giving, Inc., an estate design firm serving Christian individuals. Remember, there is no cost or obligation. It is our desire to be of service.

***Mail To:***

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