



WEALTH TRANSFER GUIDE

The Survivor Roadmap

Completed By and For The Beneficiaries Of:

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Throughout our lifetime, we can point to moments where we chose to invest hours, days, maybe even months planning for some future event. Maybe it was in preparation for a family vacation, or wedding, or an important presentation coming up at work or in school.

Naturally, it is easy to PLAN for the pleasant times in life – planning for that dream vacation or perfect wedding day never seem to be too much a task or inconvenient for us to handle. However, have you planned for the not-so-pleasant times? Have you planned and are your loved ones prepared for the time when you will no longer be around? Ask yourself the following questions:

- Do I have a final will and testament complete?
- Have I discussed options such as assisted living, nursing homes, and final illness hospitalization?
- Have I talked about funeral arrangements & preferences?
- Do I know where all important financial documents are located?
- Do I have a financial plan for the death of a spouse?

Our hope is that you can use this guide as a starting point for family discussions. Whatever your family's style, set aside some time for a productive and positive conversation about the future. Once you have everyone together, bring out this guide and start planning. Once complete, keep it in a secure location and be sure to inform all necessary persons of its whereabouts and how to access.



“

Someone's sitting in the shade today because someone planted a tree a long time ago.

-Warren Buffet

”

Family Records and Information

Identification

Full Legal Name	
Date of Birth	
Place of Birth	
Driver's License or State ID #	
Driver's License or State ID # Issue Date and Expiration Date	

List of Children & Beneficiaries

[illegible]

List of Trust(s) & Will(s)

[illegible]

Family Records and Information (Cont.)

List of Trusted Advisors

Name	Profession	Address	Phone # and Email
	Financial Advisor		
	Accountant		
	Estate Planning Attorney		

Legal Guardian (if applicable)

If we have young, dependent children:

Name of Guardian	Relationship	Contact Information	Describe Trust Arrangements

Safe Deposit Box (if applicable)

Owner(s)	Box Number	Name of Bank & Location	Location of Key(s)

Family Records and Information (Cont.)

Information & Location

Item	Where to Locate
Driver's License or State ID	
Birth Certificate	
Social Security Card	
Marriage Certificate	
Life Insurance Policies	
Annuity Contracts	
Stocks, Bonds, Mutual Fund Accounts	
Bank Book, Checkbook(s)	
Business Agreements and/or Contracts	
Car Registration and Title(s)	
Transfer on Death Instrument Documents	
Real Estate Property Deed(s)	
Computer Passwords, Codes	
Tax Records, Receipts, W-2 Forms, etc.	
VA Claim Number (if applicable)	
Military Service Records	
Medical Records	
Other Important Items: (describe	

What to Do Upon the Death of a Loved One

In the days to come...

People to notify immediately:

- ☐ A **local funeral director** who then will help take care of arrangements for:
 - Transportation of the body
 - The funeral service
 - Burial considerations
 - Completing the death certificate**
 - Obtaining the burial permit
 - Sending the death notice to the local newspaper
 - May also help to contact other funeral service participants (i.e., clergy or pallbearers)
- ☐ **Close relatives and friends** who will be of help and support. It may be helpful to create a phone tree to inform other acquaintances
- ☐ **Employers and business associates** who will want to pay their respects, as well as tie up loose ends (business related). This will also give the employer the opportunity to begin reviewing the deceased's employee benefit package (if applicable)

**For your information, please note the following:

- ☐ The funeral home will assist to notify the Social Security Administration of death
- ☐ You may need to request more than one **original death certificate**. Commonly, the following entities will NOT accept a copy of the death certificate; but require an original death certificate:
 - Life insurance company
 - Student loan servicers or US Department of Education
 - Certain banking or financial institutions
- ☐ Expected turnaround time to receive death certificate(s): 10-20 days

In the weeks and months to come...

To help in your effort to file and apply properly for any/all benefits, as well as with matters related to settling the estate, notify the professionals and TRUSTED ADVISORS listed in the Family Records and Information section of this guide:

- ☐ **Financial Advisor** who can assist with any financial questions. Will help you to gather all necessary information, assist with reevaluating the family's financial situation, and establish a new financial plan.
- ☐ **Attorney** who can assist with any legal questions. Will allow time to take the proper legal steps in the best interests of the family and the estate.
- ☐ **Accountant** who can help with any tax questions or actions which may cause tax consequences.
- ☐ **Life Insurance Agent** who can explain the various coverages, policy provisions, and help file claims.

What to Do Upon the Death of a Loved One (Cont.)

Funeral & Burial Preferences

Name: _____

My personal funeral and burial preferences are: _____

Obituary information to include: _____

Name: _____

My personal funeral and burial preferences are: _____

Obituary information to include: _____

Sources of Immediate Cash

Immediate Cash, Cash Equivalent, & Liquid Assets

Checking Savings, Money Market, or CDs:

Name of Financial Institution	Account Number	Owner(s)	Beneficiary

During the period immediately following my death, the best sources for my family to obtain cash for immediate needs are as follows:

Savings Bonds, Stock Certificates, or Other:

Description	Location/ Where to Find	Owner(s)	Beneficiary	Value

Benefits Available Upon Death

Life Insurance Policies and/or Annuity Contracts

Insurance Company, Agent, & Phone Number	Policy or Contract Number	Name of Insured	Face Value	Beneficiary(s)

Social Security

The Social Security Administration (SSA) offers a variety of benefits. You can call the SSA at 1-800-772-1213 for help in calculating the dollar amounts below and for complete details on all Social Security benefits.

You may also contact your local SSA office, schedule an appointment (to avoid extended wait times), to discuss and/or apply for benefits.

Benefit	Amount
Burial Benefit	
Survivor Benefit	
Spousal Benefit	

Government or Member Organization Benefits

Branch of Service/Name of Organization	Served From/To	Type of Discharge	Serial Number	Location of papers needed to apply for benefits and/or contact number

Benefits Available Upon Death (Cont.)

Employer Information (if applicable)

Name of Employer	Address	Contact Person	Phone Number

My family may be eligible for the following benefits from my employer (check all that apply):

Benefit	Employee Name	Employee Name
Group Life Insurance		
COBRA (Continuation Benefits)		
Pension (Survivor’s Benefits)		
Unpaid Salary		
Deferred Comp Arrangement		
Credit Union Deposits		
Previous 401(k) / Other Retirement Plan		
Other:		
If killed on the job:		
Worker’s Compensation		
Accidental Insurance		
Other:		

Summary of Invested Assets

Stock Positions, Fixed Income/Bond Holdings, Mutual Funds

Custodian Name or Financial Institution	Best Contact & Phone Number	Account Type	Owner	Approximate Value

Business Interests/Ownership (contact trusted attorney for assistance)

Name of Business & Location	Type of Business	% of Ownership	Buy/Sell Agreement (Y or N)	Approximate Value	Location of Pertinent Documents

Identifying Income and Liabilities

Sources of Income

[illegible]

List Of Liabilities/Outstanding Debts (if applicable)

[illegible]

Information on Probating the Estate

“Probating” or settling the deceased’s estate consists of:

- ☐ Taking an inventory of assets
- ☐ Paying the deceased’s debt and taxes
- ☐ Collecting debts owed to the estate
- ☐ Transferring assets to his/her beneficiaries

A trusted probate and tax law attorney should be consulted during the probate period. The probate process is accomplished under the jurisdiction of the probate (or surrogate) court, and goes as follows:

- ☐ The deceased’s will is filed with the court
- ☐ An executor is appointed. The will typically names the deceased’s preference for this position. However, the court makes the final selection on this matter. If the deceased died “intestate” – or without a valid will – the court will appoint an administrator to settle the deceased’s will.
- ☐ The executor or administrator assembles all important documents such as a copy of the will, a copy of the marriage certificate, a copy of any previous marriage or divorce records, copies of any children’s birth certificates, and inventory of assets, the names and addresses of people to contact, and other valuable records.
- ☐ During the probate process, the court acts to preserve the assets of the estate for the beneficiaries.
- ☐ The executor or administrator collects and manages the assets; settles the deceased’s business affairs; pays the debts, taxes, and administrative expenses; and gives a final accounting to all interested parties and to the court.
- ☐ Counsel fees for probate work and taxes must be paid from the deceased’s estate. Besides federal and state income taxes, two types of taxes may be payable when the deceased’s assets are transferred to the beneficiaries. If the deceased’s estate was large enough, federal estate taxes will have to be paid. In addition, depending on the state and the size of the taxable estate, the heirs will be required to pay a state inheritance or death tax.