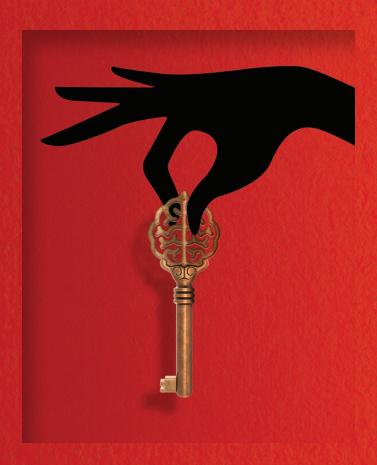
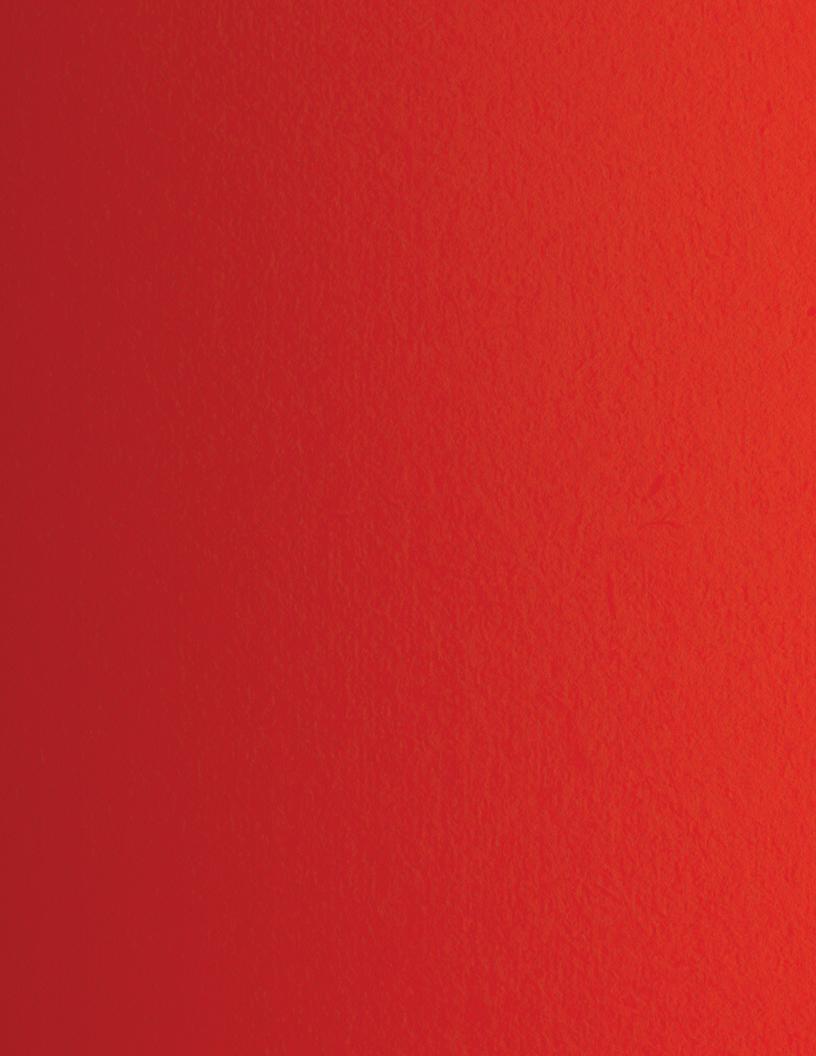


Your legacy could be a cure



YOUR ESTATE
PLANNING GUIDE
AND ORGANIZER



1

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INTRODUCTION

Welcome to Your Estate Planning Guide and Organizer.

You've just taken the hardest step in estate planning which is to sit down and get started. As an exercise instructor of an early morning class used to say, "You're here at 6:00 in the morning! The hardest part is done — the rest is easy!" And just as you can feel good when exercise class is over, you will also feel good once you have an estate plan in place.

There are several benefits to making an estate plan:

Peace of Mind for You — an estate plan is designed to provide for you during life should the unforeseen (your incapacity) happen and for your family when the foreseen (your passing) does occur.

Peace of Mind for Your Family — an estate plan and documents will help guide your family if they need to make difficult decisions about your care and provide the authority they might need to do so, and to know what to do when you are gone. Consider your plan a final gift to your family and other loved ones at the very time they need it the most.

Distribution that You Want — without an estate plan of some type, the laws of your state determine what happens to your property. This is called intestate succession (property inheritance when there is no will). Very likely the distributions it dictates will NOT be the ones you would have chosen. And no state distribution law provides for gifts to friends or charities, or makes provisions for your pets. Make sure what you've earned and accumulated in your lifetime goes to help those you love and causes you care about.



Provide for Your Family — an estate plan is especially important if you have minor children as it will name a guardian to care for your children and in many instances establishes a trust to help ensure their financial well-being.

Financially Wise — a good estate plan will help streamline the distribution process, minimize administrative costs, and possibly reduce taxes that might otherwise be owed. That means you leave the most you can to the people you love and the causes you care about.

In this booklet, we will first spend some time talking about the key elements of an estate plan, the documents you should have, and some charitable giving ideas you might want to incorporate into your estate plan. Then you'll have the opportunity to record personal and financial information that you need to share with your family and to create your estate plan. (Note: If you are married or have a partner, it will be most helpful if each of you completes separate information inventories.) Finally, we end with some frequently asked questions and answers.

Let's get started.



KEY ELEMENTS OF AN ESTATE PLAN

RELATED TO YOUR FINAL WISHES

- **Will.** A valid will is generally typed, dated, and signed by you as well as two legally competent witnesses. States differ as to whether a handwritten will, with or without witnesses, is valid.
- Revocable Living Trust. This can be used instead of a will as the main document disposing of your property. You might hear it referred to as a "living trust" or "RLT." The trust is created while you are living, most often people serve as their own trustee, and the power to change and even revoke it can be retained. The living trust becomes irrevocable upon your death. A living trust requires that you actually transfer your property into it for it to be effective.

There are pros and cons with each approach and an estate planning attorney can advise you as to which is best for your situation.

Note: Even if you decide upon a revocable living trust, you should still have what is called a "pour-over" will. It catches any property that was, intentionally or inadvertently, left out of the trust during your life and is not transferred in another way. While this property will still need to go through probate, it will eventually be distributed according to your trust instructions instead of being distributed under state law provisions.

• **Beneficiary Designations.** These are the forms you fill out when you do things like open a bank or stock brokerage account, establish an IRA or other type of retirement plan, or purchase a commercial annuity or life insurance policy, that say who will receive whatever remains upon your passing (or the death benefit in the case of life insurance).

• Form of Ownership. Jointly owned property that is "jointly owned with right of survivorship" passes directly to the surviving joint owner regardless of what the will or living trust might provide. This is most often seen with real estate but can involve other types of property as well. If you live in a community property state, your half of the community property will pass automatically to your spouse. These latter two means of passing property can have a profound impact on how your overall estate is distributed and should be considered as part of any coordinated plan.

PROVIDE FOR PHYSICAL AND MENTAL INCAPACITY

- **Power of Attorney (POA) for financial matters.** This document grants to someone you trust the ability to act on your behalf for a variety of potential transactions and responsibilities. When the POA becomes effective and the extent of the authority granted can be tailored to your particular desires.
- Power of Attorney for health care decisions. This document appoints someone to
 make decisions for you regarding medical treatment if you are not able to do so. It allows
 you to specify who is in charge of making critical treatment decisions and, perhaps more
 important, who does not have that authority.
- Health Care Directive. Sometimes referred to as an "advance directive" or "living will"
 (not to be confused with a living trust), this specifies the type of end-of-life treatment you
 want to receive. It is a directive to the physicians treating you and for the person holding
 your Health Care Power of Attorney.
- Physician's Order for Life Sustaining Treatment (POLST).
 This allows for your doctor, working with you, to document for the benefit of health care providers your wishes regarding resuscitation and other life-sustaining procedures.

If you have any questions about our estate planning guide, or you would like to learn more about how your gift can help CurePSP, please contact David Kemp.

- call (802) 734 1185
- email kemp@curepsp.org

STEPS TO HAVING AN ESTATE PLAN

Depending on your situation, creating an estate plan doesn't have to be overly difficult or expensive. Here are some practical steps to get you started:

- **1. Take inventory of what you own.** List all of your assets and their approximate value. Include pertinent information about that asset. There is a section later in this booklet for just this purpose.
- **2. Make a list of tangible personal property** such as jewelry, dishes, books, furniture—items other than real estate and investments and who is to receive each item upon your passing. You may want to maintain this as a separate list rather than designating this in your will, for maximum flexibility.
- **3. Think about your goals for your estate plan,** for example, whom you want to benefit, how you want to treat each of your children, any special needs that you want to provide for, what happens if you and your spouse both pass away close in time, and if there are charities or organizations you want to remember. Your attorney will most likely ask you about goals you didn't consider but at least you'll have a head start on those that are most top-of-mind.
- **4. Consider whom you would like to name as your agents,** e.g., the executor of your will or the trustee of your trust, the person to hold your power(s) of attorney, and gather pertinent information about them. There is also a section in this booklet for that purpose.

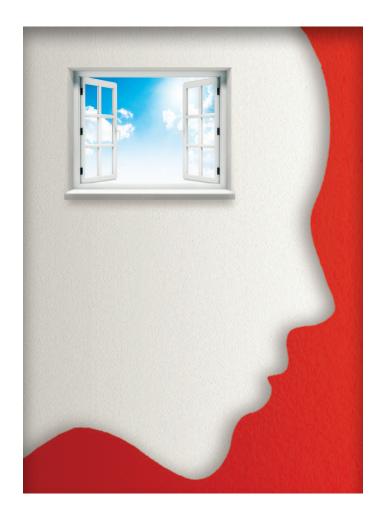
5. Go see an attorney,

preferably one who specializes in estate planning. If you don't have one or know of one to call, check with family, friends, or co-workers for recommendations.



- **6. Follow through on whatever actions are decided upon** in the meeting with your attorney. Rely on the advice of your attorney and other professional advisors as you make your decisions.
- **7. Share your plans with others.** Key documents are of little or no value if no one knows what they say or where to find them when they are needed. This is especially true for the person(s) you have designated to serve as your personal administrator/ executor under your will or the trustee of your living trust. It's also important to give loved ones at least a general sense of what to expect, so that there won't be surprises later on.

8. Relax and celebrate!



CONSIDER YOUR CHARITABLE LEGACY

You may have charities that you believe in strongly and you may have supported these organizations throughout your lifetime. Making a gift provision to one or more charitable organizations in your estate can be a natural extension of that support. You might be surprised at how much you can leave or the personal and other family goals you can achieve with a charitable gift.

Bequest. This is a gift made through your will or living trust. You can leave a specified amount of money, a particular piece of property, or all or a portion of the "residual" of your estate (what remains after your final expenses, debts, and specific gifts are paid). You can also make such a gift contingent. A contingency insures your wishes are carried out even though your circumstances may have changed since you wrote your will or living trust. See the page called "Bequest Language for Donors" on our website (www.curepsp.org) for sample bequest wording that you can share with your attorney.

Beneficiary Designation Gift. Just as you designate individuals to receive certain assets directly as your named beneficiary, you can name a charity to receive all or part of the asset. This is most commonly used with IRAs and other retirement plan assets and life insurance policies but it can also work with assets such as checking and savings accounts, brokerage accounts, and commercial annuities.

In addition to leaving a final legacy, bequests and beneficiary designations have the advantage of being flexible (give as little or as much as you like), revocable (generally they can be changed at any time), and perhaps most important, they leave the assets under your control should you need them during your lifetime.

Bequests and beneficiary designation gifts are fully deductible from your estate and there is no limit as to how much can be deducted.

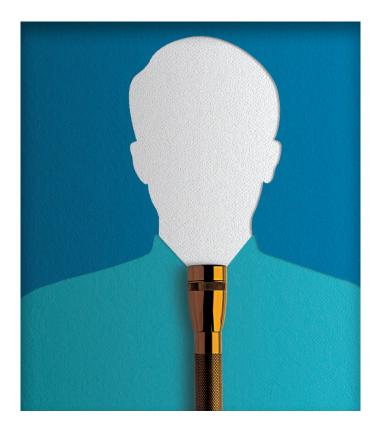


Charitable Gift Annuity. This is a simple way to make a gift and receive fixed payments for life in return. In addition, you receive an income tax charitable deduction and the payments are partly tax-free. A gift annuity is arranged directly with the charity you wish to support. Once the payment obligation is met, the charity can use the remaining amount in its programs.

Charitable Remainder Trust. This is another way to support your favorite cause and receive tax benefits while securing an income for yourself and/or family members. A charitable remainder trust is an especially attractive gift if you would like to sell an appreciated asset, e.g., real estate held for investment purposes, and generate income from the sale without paying capital gains tax.

Charitable Lead Trust. A lead trust is the opposite of a remainder trust. The charity receives the payments first for each year the trust is in existence and at the end of the trust term, what is left is returned to you or to your heirs. This can be an excellent way to transfer substantial assets to your children while minimizing gift and estate taxes.

Retained Life Estate. You can give your home or farm to charity and continue living in it for the rest of your life. You have the satisfaction of knowing that this generous gift has been completed and the joy of saving on income taxes with the charitable deduction you will receive.



ESSENTIAL INFORMATION ORGANIZER

(Contains confidential and sensitive information — keep in a secure location)

This questionnaire is designed to help you organize your important information. This will in turn help you when you go to see an attorney to prepare your will and other key planning documents. It will also help your loved ones at a time when they need it the most — if you are no longer able to make decisions for yourself or if you have passed away.

While it will take some time to complete, the time couldn't be better spent. While death (and taxes) is a certainty, when it will happen is not, and there are other uncertainties in life. Imagine the peace of mind that will come from knowing you have done all that you can do for yourself and your loved ones to be prepared for the unexpected. Gathering information is your first step in this process.

Date:

I. YOU AND YOUR FAMILY

YOU

Full Legal Name			
Maiden Name (<i>if applicable</i>)			
Address 1			
Address 2			
Phone	E-mail		
Date of Birth	Place of Birth		
Social Security Number			
Driver's License (state and number)			

Marital Status:	
□Single □Married □Widow	ved □ Divorced □ Legally Separated
If married, place and date of marr	riage
Do you have a prenuptial agreem	ent? □Yes □No
If widowed, divorced or legally se	parated, what date did this occur?
Status: Are you a U.S. citizen or a	a Lawful Permanent Resident?
☐ No ☐ Born in the U.S.	☐ Naturalized (date and place)
☐ Lawful Permanent Resident	☐ Other Citizenship?
Are You: □ Employed □ Re	etired
Current or Most Recent Employe	
Supervisor	
Position	Start Date End Date
Military Service	
•	
Military Identification #	
Check what planning document	nts you have and their location:
□Will	☐ Power of Attorney — Financial
☐ Revocable Living Trust	☐ Power of Attorney — Health
☐ Health Care Directive	☐ Personal Property Inventory
☐ Physician's Order for Life Susta	aining Treatment (POLST)

YOUR SPOUSE Full Legal Name _____ Maiden Name (if applicable) Address 2 Phone _____ E-mail ____ Date of Birth _____ Place of Birth _____ Social Security Number _____ Driver's License (state and number) **Status** — Is your spouse a U.S. citizen or a Lawful Permanent Resident? ☐ Born in the U.S. □ Naturalized (date and place) _____ \square No ☐ Lawful Permanent Resident □ Other Citizenship? Check what planning documents you have and their location: □Will ☐ Power of Attorney — Financial ☐ Revocable Living Trust ☐ Power of Attorney — Health ☐ Health Care Directive ☐ Personal Property Inventory ☐ Physician's Order for Life Sustaining Treatment (POLST) YOUR CHILDREN First Child Full Legal Name Address 1 _____ Address 2 _____ E-mail _____ Date of Birth _____ Place of Birth ____ Social Security Number _____ Driver's License (state and number) **Status:** □ Dependent □ Adopted □ Previous Marriage □ Special Needs □ Deceased

Date of adoption or death _____

Second Child
Full Legal Name
Address 1
Address 2
Phone E-mail
Date of Birth Place of Birth
Social Security Number
Driver's License (state and number)
Status: ☐ Dependent ☐ Adopted ☐ Previous Marriage ☐ Special Needs ☐ Deceased
Date of adoption or death
(Add additional pages as needed)
YOUR GRANDCHILDREN
First Grandchild
Full Legal Name
Parents Name
Address 1
Address 2
Phone E-mail
Date of Birth Place of Birth
Social Security Number
Driver's License (state and number)
Status: ☐ Dependent ☐ Special Needs ☐ Deceased
Date of death
(Add additional pages as needed)

YOUR PARENTS

Mother		
Full Legal Name		
Address 1		
Address 2		
Phone		E-mail
Date of Birth	Place of Bir	th
Social Security Number		
Driver's License (state and t	number)	
Date of Death	Resting Place _	
Father		
Full Legal Name		
Address 1		
Address 2		
Phone		E-mail
Date of Birth	Place of Bir	rth
Social Security Number		
Date of Death	Resting Place _	
YOUR PETS		
First Pet		
Name		
Description		
Vet Contact Information _		
Food/Medicine/Special Ins	structions	
Second Pet		
Name		
Description		
Vet Contact Information _		
Food/Medicine/Special Ins	structions	

II. PROFESSIONAL ADVISORS

(Add additional pages as needed)

Physician	
Name	
Practice/Company	
Contact Information	
Dentist	
Name	
Practice/Company	
Contact Information	
Attorney	
Name	
Practice/Company	
Contact Information	
Financial Planner	
Name	
Practice/Company	
Contact Information	
Accountant	
Name	
Practice/Company	
Contact Information	
Broker	
Name	
Practice/Company	
Contact Information	
Life Insurance Agent	
Name	
Practice/Company	
Contact Information	
Other	

III. FINANCIAL INFORMATION

Tax Records	
Location	
Preparer Name	
Contact Information	
Safety Deposit Box(es)	
_	
	Key Location
	7?
Social Security Payment	t s
-	
-	
Account Number	
Pension Information	
Type of Plan	
Benefit Value	
Insurance Policies — Dis	sability/Accident/Health
	•,
Doliay Number	

IV. ASSETS AND DEBTS

ASSETS

Cash (checking, savings, mor	ney market, CD	s)	
Type			
Bank Name/Location			
Account Number		Maturity Date	
Owned by You Alone	\$		
Owned Jointly with Spouse	\$		
If co-owner is someone other	r than a spouse	e, note here:	
Securities (stocks, bonds, m	utual funds, sa	vings bonds)	
Description			
Location/Firm			
Number of Shares			
Owned by You Alone	\$		
Owned Jointly with Spouse	\$		
If co-owner is someone other	r than a spouse	e, note here:	
My securities broker is:	:		
Name			
Firm			
Address/Phone			
Business Interests (Closely) held stock, pai	rtnerships, LLC units)	
Business Name	-		
Location			
Owned Jointly with Spouse	\$		
If co-owner is someone other	r than a spouse	e, note here:	
Real Estate			
Description			
		e, note here:	

Life Insurance/Annuities Description _____ Name of Company _____ Insured/Annuitant _____ Beneficiary _____ Policy Number _____ Owned by You Alone \$ _____ Owned Jointly with Spouse \$ _____ If co-owner is someone other than a spouse, note here: ___ **Retirement Assets** (*IRAs*, 401(*k*), 403(*b*), etc.) Description _____ Custodian Name/Address _____ Beneficiary _____ Owned by You Alone Owned Jointly with Spouse \$ _____ If co-owner is someone other than a spouse, note here: **Debts Owed to Me** (mortgages held, accounts or notes receivable) Description _____ Debtor Name/Address _____ Owned by You Alone \$ _____ Owned Jointly with Spouse \$ _____ If co-owner is someone other than a spouse, note here: **Other Income Producing Assets** (patents, royalties, copyrights, etc.) Description _____ Company ____ Owned by You Alone \$ _____ Owned Jointly with Spouse \$ _____ If co-owner is someone other than a spouse, note here: **Tangible Personal Property** (cars, jewelry, antiques, boats, collections, tools) Description _____ Date of Purchase _____ \$ _____ Owned by You Alone Owned Jointly with Spouse \$ _____ If co-owner is someone other than a spouse, note here:

DEBTS

Mortgages (first and second,	home equity)	
Description/Loan Number _		
Creditor Name		
Owed by You Alone	\$	
Owed Jointly with Spouse	\$	
If co-debtor is someone other	r than a spouse, note here:	
Loans (insurance, bank, perso	onal, business, car or boat)	
Description/Loan Number _		
Creditor Name		
Owed by You Alone	\$	
Owed Jointly with Spouse	\$	
If co-debtor is someone other	r than a spouse, note here:	
Credit Cards		
Description/Loan Number _		
Creditor Name		
Owed by You Alone	\$	
Owed Jointly with Spouse	\$	
If co-debtor is someone other than a spouse, note here:		
All Other Debts or Obligati	ions	
Description/Loan Number _		
Creditor Name		
Owed by You Alone	\$	
Owed Jointly with Spouse	\$	
If co-debtor is someone other	r than a spouse, note here:	

V. AGENTS

Executor		
Name		
Address 1		
Address 2		
Phone	E-mail	
Relationship, if not spouse		
Alternate Executor		
Name		
Address 1		
Address 2		
Phone	E-mail	
Relationship, if not spouse		
Guardian (if you have minor children)		
Note: if there are two parents, usually the first named guardian will be a spouse		
Address 1		
Address 2		
Phone	E-mail	
Relationship		
Alternate Guardian		
Name		
Address 1		
Address 2		
Phone	E-mail	
Relationship		

Power of Attorney — Healthcare	
Name	
Address 1	
Address 2	
Phone	E-mail
Relationship, if not spouse	
Alternate Power of Attorney — Health	ncare
Name	
Address 1	
Address 2	
Phone	E-mail
Relationship	
Power of Attorney – Financial	
Name	
Address 1	
Address 2	
Phone	E-mail
Relationship, if not spouse	
Alternate Power of Attorney — Finan	cial
Name	
Address 1	
Address 2	
Phone	E-mail
Relationship	

VI. FINAL INSTRUCTIONS

Body, Organ, Tissue Donation I wish to donate my body, organs or tissue ☐ Yes ☐ No If yes, please describe your intention **Funeral Instructions** Funeral Home ___ Funeral Arrangements: □ Cremation □ Burial □ Body Donation ☐ I have prepaid funeral arrangements with (company, address, phone, amount paid) Preferred resting place _____ Preferred funeral and burial/cremation instructions _____ Obituary (what you would like included)

Personal Statement to Loved Ones Take a few moments to think about what you want say to those you love that a will or living trust doesn't convey: what you feel is important in life, how you would like to be remembered, what you would like the next generation to know or, perhaps, simply what makes you happy. **Distribution of Estate** If your state allows it, you can create a separate list for gifts of tangible personal property that can easily be changed and updated (see page 26). **Gifts to Spouse** Description of asset/percent of estate

Contingent Beneficiary Name/Address

Gifts to Heirs/Others
Description of asset/percent of estate
Beneficiary Name/Relationship/Address
(Add additional pages as needed)
Gifts to Charity
Legal Name of Charity/Tax ID #
Location
Amount \$
OR Percent of net estate
OR Description of asset
(Add additional pages as needed)
Residue of Estate
Individual Beneficiaries
Name
Address
Percent of residue
Charitable Beneficiaries
Legal Name/Tax ID #
Address
Percent of residue

Gifts of Tangible Personal Property

This includes personal items that can easily be moved such as furniture, books, jewelry, kitchen goods, china, clothes, art, and the like. If the items have a high financial value, talk with your attorney about the best way to transfer them. Whenever you update this list, make sure to make a copy and give the original to your executor or your attorney.

Description	Recipient	Contact Information
1		
2		
3		
4,		
5		
6		
7		
8		
9		
10	-	
11		
12		

CHARITABLE GIFTS — SAMPLE BEQUEST LANGUAGE

You may wish to include a charity in your will or living trust. If so, this is sample bequest language to share with your attorney.

Gift of Cash

to be used for its general purposes [or specify a different use
or its successor organization, the sum of (\$)
I give to CurePSP, 404 Fifth Avenue, 3rd Floor, New York, NY 10018, Federal Tax ID 52-170497

Gift of Property

I give to CurePSP, 404 Fifth Avenue, 3rd Floor, New York, NY 10018, Federal Tax ID 52-1704978, or its successor organization, [description of property] to be used for its general purposes [or specify a different use].

Gift of a Percent of the Net Estate

I give to CurePSP, 404 Fifth Avenue, 3rd Floor, New York, NY 10018, Federal Tax ID 52-1704978, or its successor organization, all (or stated percentage) of the rest, residue, and remainder of my estate to be used for its general purposes [or specify a different use].

Contingent Gift

If my [name of primary beneficiary] does not survive me, or shall die within ninety (90) days from the date of my death, or as a result of a common disaster, then I give to CurePSP, 404 Fifth Avenue, 3rd Floor, New York, NY 10018, Federal Tax ID 52-1704978, or its successor organization, [describe cash, property or percentage of residual estate] to be used for its general purposes [or specify a different use].

NEXT STEPS:

To receive further information and assistance on estate planning, or to learn more about how your gift can help CurePSP, please contact David Kemp.

- call (802) 734 1185
- email kemp@curepsp.org

FREQUENTLY ASKED QUESTIONS

Do I need to have an estate plan?

Yes. Regardless of the size of your estate, you still want what you have to go to those you love and care for and that your wishes are carried out. But a good estate plan does far more than that. It cares for you as well as your things. It grants a Power of Attorney for financial and health matters should you become incapacitated and states your wishes regarding final medical care. Your estate documents become a last expression of what you have valued in your life, expressed through a personal statement and by what you leave to whom. By being thoughtful and organized about your affairs you will have left a final, loving gift to your family and friends.

Do I need to see an attorney?

Yes. Estate planning is a very complex area of the law and shouldn't be left to a one-size-fits-all arrangement. This is especially true when you have a combined family. What is best for your sister and brother-in-law is not necessarily best for you! While there is a cost involved in preparing your plan, it is modest compared to the value of having appropriate arrangements for your family, minimizing probate fees and costs, and possibly saving state and federal estate taxes.

How often should I update my plan?

It is a good idea to update your plan every seven to 10 years. Some people have an annual check-up with their attorney. Certainly whenever there is a significant event in your life such as the birth of a child or grandchild, sale of a business, retirement, or death of a spouse or other loved one, you should review your plan for necessary changes.

What if I have a plan, but want to change one thing?

If your plan is fairly current, it is easy to make a change or two, such as adding a charitable beneficiary. Your attorney can prepare an amendment to your will (called a "codicil") or to your living trust. Many times this can be done quickly and for a nominal cost.

The information provided in this booklet is offered solely as general education information and is not intended to be a substitute for professional estate planning or legal advice. Because the laws of each state vary and your own circumstances are unique, you should seek the advice of your own attorney, tax advisor, and/or financial planner before deciding on a course of action and in creating your estate plan.

CurePSP is the leading nonprofit organization working to improve awareness, education, care and cure for devastating prime of life neurodegenerative diseases. These include progressive supranuclear palsy (PSP), corticobasal degeneration (CBD), multiple system atrophy (MSA) and others. They often strike when people have careers, family responsibilities and active lives. Their symptoms are incapacitating and there are no known causes, treatments or cures.

Research has shown that there are important links between prime of life diseases and more common neurodegenerative conditions, such as Alzheimer's disease and Parkinson's disease. Your support will help advance this research, provide resources for families and caregivers of patients and better educate the healthcare community. Together we are unlocking the secrets of brain disease.

CurePSP is a not-for-profit 501(c)(3) organization. Gifts and pledges are tax deductible to the extent allowed by law.







UNLOCKING THE SECRETS OF BRAIN DISEASE®

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