

RECORD OF ESTATE ADMINISTRATION

The culmination of your estate plan is the distribution of your assets according to your desires in the manner, time, and amounts that you prescribe. By assembling this information about your estate, you provide a source of vital information to those individuals who will be charged with the task of carrying out your wishes.

If you are in process of creating an estate plan, or updating an existing one, show this record to your lawyer. That will enable your lawyer to prepare a plan and documents that fit your situation, and it will save the time your lawyer would otherwise spend collecting such information from you.

Once you have completed your estate plan, keep this record with a copy of your will and other estate planning documents so that it will be available to the persons charged with administering your estate or exercising powers you have conveyed to them.

Be sure that you periodically update this record as conditions change.

Note: Many of the items in this record will not apply to you. Just complete the applicable ones.

1. Vital Statistics

A. Personal Information

Name _____

Permanent address _____

Telephone: _____

Email: _____

Summer/winter residence address _____

Business address _____

Business telephone _____

Date of birth _____

Place of birth _____

Social Insurance Number _____

Other tax identification number (if applicable) _____

B. Marital Information

Current marital/relationship status

single married widowed

divorced separated significant other

Name of spouse or significant other _____

If married, date and place married _____

Marriage certificate located at _____

Formerly married to _____

Date and place married to former spouse _____

Marriage terminated by death divorce annulment

Date and place terminated _____

Termination papers located at _____

Date relationship with significant other began (if applicable) _____

Comments _____

C. Family Information

Father's name _____ Year of birth _____

Address (if living) _____

Mother's name _____ Year of birth _____

Address (if living) _____

Children's names, birth dates, and addresses:

Name _____ Birth date _____

Address _____

Name _____ Birth date _____

Address _____

Name _____ Birth date _____

Address _____

Name _____ Birth date _____

Address _____

Name _____ Birth date _____

Address _____

Brothers' and sisters' names and addresses:

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

If a child or sibling is deceased, write "deceased" following the name.

2. Employment and Business Interests

A. Employment

Retired Currently employed

Employer _____

Address _____ Telephone _____

Position _____ Date employed _____

B. Business Interests

Sole Proprietorship

Name of business _____

Address _____

Type of business _____

Estimated value of interest in business \$ _____

Limited Liability Company (LLC)

Name of LLC _____

Address _____

Type of business _____

Percentage ownership _____

Estimated value of interest in business \$ _____

Corporation

Type of corporation _____

Name of corporation _____

Address _____

Kind of business _____

Percentage ownership _____

Estimated value of interest in business \$ _____

Partnership

Name of partnership _____

Address _____

General partner? Yes No Limited partner? Yes No

Estimated value of partnership interest(s) \$ _____

If you have an interest in more than one of these entities, please list them below with pertinent information.

C. General Financial Information

A. Banks (chequing and savings accounts)

Name of primary bank _____

Address _____

Type of account: Joint Individual

Account number _____

In name(s) of _____

Average balance \$ _____

Name of other bank _____

Address _____

Type of account: Joint Individual

Account number _____

In name(s) of _____

Average balance \$ _____

B. Guaranteed Investment Certificate (“GIC”)

Name of bank or other financial institution _____

Address _____

Type _____ Amount \$ _____

In name(s) of _____

Maturity date _____

Name of bank of other financial institution _____

Address _____

Type _____ Amount \$ _____

In the name(s) of _____

Maturity date _____

C. Money Market Funds

Name of financial institution _____

Address _____

Description _____ Amount \$ _____

In the name(s) of _____

Name of financial institution _____

Address _____

Description _____ Amount \$ _____

In the name(s) of _____

D. Brokerage Accounts

Name of broker _____

Address _____

Account number _____ Approximate account value \$ _____

In the name(s) of _____

Name of broker _____

Address _____

Account number _____ Approximate account value \$ _____

In the name(s) of _____

E. Other investments (not including real estate which is reported under “F” below)

List any investments such as mutual funds, bonds, precious metals, and intellectual property that are not held in one of the above brokerage accounts. In each case, describe the property, the owner(s), where the property is situated, and the approximate value.

F. Real Estate

Residences

Description of property _____

Address _____

How owned: individually owned joint tenancy tenancy in common

Name of other tenant _____

Approximate value \$ _____ Cost basis \$ _____

When purchased _____ Outstanding mortgage yes No

If mortgaged, name of lender _____ Terms _____

Mortgage balance \$ _____

Description of property _____

Address _____

How owned: individually owned joint tenancy tenancy in common

Name of other tenant _____

Approximate value \$ _____ Cost basis \$ _____

When purchased _____ Outstanding mortgage [] yes [] No
If mortgaged, name of lender _____ Terms _____
Mortgage balance \$ _____

Investment Real Estate

Description of property _____
Address _____
How owned: [] individually owned [] joint tenancy [] tenancy in common
Name of other tenant _____
Approximate value \$ _____ Cost basis \$ _____
When purchased _____ Outstanding mortgage [] yes [] No
If mortgaged, name of lender _____ Terms _____
Mortgage balance \$ _____

Description of property _____
Address _____
How owned: [] individually owned [] joint tenancy [] tenancy in common
Name of other tenant _____
Approximate value \$ _____ Cost basis \$ _____
When purchased _____ Outstanding mortgage [] yes [] No

If mortgaged, name of lender _____ Terms _____
Mortgage balance \$ _____

Description of property _____
Address _____

How owned: individually owned joint tenancy tenancy in common

Name of other tenant _____

Approximate value \$ _____ Cost basis \$ _____

When purchased _____ Outstanding mortgage yes No

If mortgaged, name of lender _____ Terms _____

Mortgage balance \$ _____

Description of property _____

Address _____

How owned: individually owned joint tenancy tenancy in common

Name of other tenant _____

Approximate value \$ _____ Cost basis \$ _____

When purchased _____ Outstanding mortgage yes No

If mortgaged, name of lender _____ Terms _____

Mortgage balance \$ _____

4. Life Insurance

Name of insurance company _____

Type of policy: term whole life universal life other

Face amount \$ _____ Current cash value \$ _____

Name of owner _____

Name(s) of beneficiary(ies) and percentage to each _____

Date of issue _____ Premium (if not paid-up) \$ _____

Name of insurance company _____

Type of policy: term whole life universal life other

Face amount \$ _____ Current cash value \$ _____

Name of owner _____

Name(s) of beneficiary(ies) and percentage to each _____

Date of issue _____ Premium (if not paid-up) \$ _____

Name of insurance company _____

Type of policy: term whole life universal life [other]

Face amount \$ _____ Current cash value \$ _____

Name of owner _____

Name(s) of beneficiaries and percentages to each _____

Date of issue _____ Premium (if not paid-up) \$ _____

5. Other Insurance

Homeowners

Company _____

Policy Number _____

Automobile (1)

Company _____

Policy Number _____

Description of car _____

Automobile (2)

Company _____

Policy Number _____

Description of car _____

6. Retirement Plans

Company pension plan

Have payments begun? Yes No

If they have begun, amount of payments \$ _____

Personal plan, indicate type

RRSP RRIF Other

Please describe _____

Estimated value of account \$ _____

Have you begun distributions? Yes No

Personal plan, indicate type

RRSP RRIF Other

Please describe _____

Estimated value of account \$ _____

Have you begun distributions? Yes No

Personal plan, indicate type

RRSP RRIF Other

Please describe _____

Estimated value of account \$ _____

Have you begun distributions? Yes No

7. Trusts

List below information regarding any trusts of which you are the beneficiary.

A. Have you established a trust? Yes No

B. If you answered “yes,” indicate type of trust _____

Trustee _____

Describe assets transferred to the trust

Estimated value of trust assets \$ _____

C. Are you the beneficiary of any trust established by someone else? Yes No

If you answered “yes,” which of the following applies?

Receive income from the trust.

Will receive all or a portion of the remaining principal when the trust terminates.

What is the type of trust? _____

Describe _____

Amount of income or expected principal \$ _____

8. Obligations

A. Accounts Receivable

Due from _____ Phone _____
Address _____
Amount \$ _____ Terms _____ Due date _____
Comment _____

Due from _____ Phone _____
Address _____
Amount \$ _____ Terms _____ Due date _____
Comment _____

Due from _____ Phone _____
Address _____
Amount \$ _____ Terms _____ Due date _____
Comment _____

Liabilities (other than real estate mortgages listed above)

Due to _____ Phone _____
Address _____
Amount \$ _____ Terms _____ Due date _____
Comment _____

Due to _____ Phone _____
Address _____
Amount \$ _____ Terms _____ Due date _____
Comment _____

Due to _____ Phone _____
Address _____
Amount \$ _____ Terms _____ Due date _____
Comment _____

9. Individual Beneficiaries of Your Estate

List below the individuals who, per the estate plan you have completed or you intend to complete, will benefit from your estate, and the amount and/or property each will receive.

Name _____

Relationship _____

Specific property (describe) _____

A fixed dollar amount of \$ _____

This percentage of your residual estate (that which remains after paying final expenses and specific bequests) _____ %

How will the specific property be conveyed?

Will or trust Beneficiary designation Joint tenancy

Name _____

Relationship _____

Specific property (describe) _____

A fixed dollar amount of \$ _____

This percentage of your residual estate (that which remains after paying final expenses and specific bequests) _____ %

How will the specific property be conveyed?

Will or trust Beneficiary designation Joint tenancy

Name _____

Relationship _____

Specific property (describe) _____

A fixed dollar amount of \$ _____

This percentage of your residual estate (that which remains after paying final expenses and specific bequests) _____ %

How will the specific property be conveyed?

Will or trust Beneficiary designation Joint tenancy

Name _____

Relationship _____

Specific property (describe) _____

A fixed dollar amount of \$ _____

This percentage of your residual estate (that which remains after paying final expenses and specific bequests) _____ %

How will the specific property be conveyed?

Will or trust Beneficiary designation Joint tenancy

Name _____

Relationship _____

Specific property (describe) _____

A fixed dollar amount of \$ _____

This percentage of your residual estate (that which remains after paying final expenses and specific bequests) _____ %

How will the specific property be conveyed?

Will or trust Beneficiary designation Joint tenancy

Name _____

Relationship _____

Specific property (describe) _____

A fixed dollar amount of \$ _____

This percentage of your residual estate (that which remains after paying final expenses and specific bequests) _____ %

How will the specific property be conveyed?

Will or trust Beneficiary designation Joint tenancy

10. Charitable Beneficiaries

List below the charities which, per the estate plan you have completed or you intend to complete, will benefit from your estate, and the amount each will receive.

Name of charity _____

Your connection with charity _____

Specific property (describe) _____

A fixed dollar amount of \$ _____

This percentage of your residual estate (that which remains after paying final expenses and specific bequests) _____ %

How will the specific property be conveyed?

Will or trust Beneficiary designation Charitable trust or annuity

For what purpose is the charity to use the gift? _____

Name of charity _____

Your connection with charity _____

Specific property (describe) _____

A fixed dollar amount of \$ _____

This percentage of your residual estate (that which remains after paying final expenses and specific bequests) _____%

How will the specific property be conveyed?

Will or trust Beneficiary designation Charitable trust or annuity

For what purpose is the charity to use the gift? _____

Name of charity _____

Your connection with charity _____

Specific property (describe) _____

A fixed dollar amount of \$ _____

This percentage of your residual estate (that which remains after paying final expenses and specific bequests) _____%

How will the specific property be conveyed?

Will or trust Beneficiary designation Charitable trust or annuity

For what purpose is the charity to use the gift? _____

Name of charity _____

Your connection with charity _____

Specific property (describe) _____

A fixed dollar amount of \$ _____

This percentage of your residual estate (that which remains after paying final expenses and specific bequests) _____%

How will the specific property be conveyed?

Will or trust Beneficiary designation Charitable trust or annuity

For what purpose is the charity to use the gift? _____

11. Personal Advisors

Physician _____

Address _____

Specialty _____ Phone _____

Physician _____

Address _____

Specialty _____ Phone _____

Clergy person _____

Address _____

Phone _____

Lawyer _____

Address _____

Phone _____

Accountant _____

Address _____

Phone _____

Insurance agent _____

Address _____

Phone _____

Trust officer _____

Address _____

Phone _____

Investment broker _____

Address _____

Phone _____

Tax consultant _____

Address _____

Phone _____

Other _____

Address _____

Phone _____

12. Persons Responsible for Estate Administration

Name of person with durable power of attorney to handle financial affairs if you are unable to do so

Address _____

Telephone _____

Name of person appointed to make health care decisions for you if you are unable to do so

Address _____

Telephone _____

Name of person and/or institution who is to serve as personal administrator of your estate (also known as “executor”)

Address _____

Telephone _____

Name of person or institution to serve as successor trustee of any trust you have established (This person generally also serves as your personal administrator.)

Address _____

Telephone _____

13. Location of Important Papers

Last will and testament _____

Trust agreement(s) _____

Power of attorney _____

Medical directive _____

Banking information _____

Insurance policies _____

Titles and deeds _____

Brokerage accounts _____

Business agreements _____

Other agreements _____

Past tax returns _____

Tax information for current year _____

List of tangible personal property and who is to receive each item

Charitable documents _____

14. Personal Wishes

I have executed (plan to execute) a medical directive about life sustaining procedures in case I am unable to make such decisions [] Yes [] No

I wish to be an organ donor Yes No

Funeral director _____

Address _____

Telephone _____

Religious affiliation _____

Clergy person _____

Telephone _____

Fraternal affiliation _____

Officer _____

Telephone _____

Burial instructions (describe) _____

I own do not own a cemetery plot on vault. If one is owned, location

Wishes regarding memorial service

Designation of memorial gifts

