Apex

GUIDE TO COMMUNICATING YOUR LEGACY PLAN

What are the main steps to settling an estate?

Understanding these steps will help you identify WHO needs to know WHAT about your plan.

- [ ] Arrange for funeral and immediate care of child(ren), pet(s), property, mail, etc.
- [ ] Contact the estate attorney and locate the will and/or trust documents
- [ ] Identify Executor/Personal Representative, Trustee, Guardian, etc.
- [ ] File application for probate, if needed, and schedule hearing for proof of will
- [ ] Locate and quantify assets
- [ ] Settle debts/liabilities
- [ ] Distribute (and/or fund trust with) assets according to estate documents: bank accounts, retirement funds, real estate, stocks/bonds, certificates of deposit, notes receivable, life insurance, vehicles, collectibles (stamps, coins, jewelry, etc.), and other possessions
- [ ] Obtain and file receipt and/or release when assets are delivered to beneficiaries
- [ ] Prepare decedent's final tax return(s): income and/or estate

Who do you need to bring up to speed about your legacy/estate plan?

Start making a list of everyone you'd like to talk with. Be sure to include:

- [ ] Heirs/beneficiaries
- [ ] Key estate representatives/fiduciaries: Executor/Personal Representative (familiar and/or professional), Powers of Attorney, Trustee (familiar and/or professional), Guardian(s)
- [ ] Healthcare provider(s)
- [ ] Charitable organizations that you're remembering
- [ ] Other trusted individuals

CONTACT US | 715.838.0368 | www.apexlegacyconsultants.com | hello@apexlegacyconsultants.com

The contents of this document are not, nor are they intended to be, legal or financial advice. Information and opinions formed by Apex are for educational purposes only. Individuals seeking specific legal advice are advised to consult an attorney. Individuals seeking financial advice should consult a financial professional.

Consider what/how/when you'd like to communicate to each person/group.

Things to think about:

- [ ] You may choose to share only that a plan exists OR you may share high-level plans.
- [ ] You could phase communication, sharing basics and filling in details as time goes by. Are there ages, or life stages, at which you'll share more with heir(s)?
- [ ] Consider writing a letter or making a video to share the "softer" pieces of your legacy with loved ones: think about your values, goals, stories, etc.
- [ ] Do you want to tell charitable organization(s) that they've been remembered? It's a good idea to omit specific dollar amounts, as estates can change over time. Do you want your gift to be used in a specific way, or do you want to share how the organization has impacted you? You may begin receiving more communication from the organization or be asked to be a part of a legacy donor group. You can opt in or out of that!

Where will you store important legacy-related documents?

You have options! This should fit your lifestyle and loved ones.

- [ ] Keep a copy of your plan documents in a safety deposit box or safe. Consider who should have access to it.
- [ ] Make sure your Personal Representative has a copy of your documents OR knows where to get them when the time comes.
- [ ] Share healthcare/advance directives with healthcare providers and Power of Attorney for Healthcare.
- [ ] Consider digital files/accounts/passwords. These may be kept in a different spot, but again, be sure that a trusted person knows where to find this information.

CONTACT US | 715.838.0368 | www.apexlegacyconsultants.com | hello@apexlegacyconsultants.com

The contents of this document are not, nor are they intended to be, legal or financial advice. Information and opinions formed by Apex are for educational purposes only. Individuals seeking specific legal advice are advised to consult an attorney. Individuals seeking financial advice should consult a financial professional.