PLANNING YOUR WILL

An information package to help you focus your thoughts and prepare for discussions with your family, your lawyer and other advisors.

Many people are reluctant to plan their estates, and believe they won't need a Will until years into the future. But death can come unexpectedly. And in some cases, your spouse, (the person you may wish to receive your estate and look after your family) may be involved in the same tragedy.

A Will makes it much easier for your family and friends to receive money and valuable possessions you leave behind. Without a Will, provincial laws determine who receives what. By preparing and completing your Will you decide how your estate is distributed.

If you do not have a Will, please take steps to create one. If you already have a Will, consider updating it.

THIS IS NOT A WILL

By completing the following worksheets you are not creating a Will.
"Planning Your Will" is only designed to help you think about your estate, make decisions and prepare information you wish to consider putting into your actual Will.
Please remember to discuss this information with your lawyer or other legal advisor, and prepare a formal legal binding Will.

PERSONAL INFORMATION

Date this information was prepared: ____

Date of any earlier Will: _______________ Where is this Will? ________________________________

Who has access to it? ____

Your Full Name: ____

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: _____________________ Work Telephone: ___________________________

Birth Date: ___________________________ Place of Birth: _____________________________

Social Insurance Number: ____

Occupation: __________________________ Employer: _________________________________

Manager to contact: __________________ Telephone: ________________________________

Martial status: ________________________

Is there a marriage contract or pre-nuptial agreement? Yes o No o

Date & Place of marriage: ____

Previous Marriage: (Name/Date) ____

Previous Marriage: (Name/Date) ____

Divorce Granted: (Date/Papers Located) ____

Divorce Granted: (Date/Papers Located) ____

Name of my spouse: ____

Address (if different from your own): Suite ____________ Street: _____________________________

City/Town, Province & Postal Code: ____

Home Telephone: _________________________ Work Telephone: _________________________

Birth Date: _______________________________ Place of Birth: _____________________________

Children: Name, son/daughter, address and birth date of children to be named in your Will:

____

____

____

____

Relatives: Name, address and birth date of immediate relatives to be named in your Will:

Mother: ____

Father: ____

Brother: ____

Sister: ____

Brother: ____

Sister: ____

Other Relatives: Name, address and birth date of other relatives to be named in your Will:

____

____

____

____

Friends: Name, address, birth date of friends to be named in your Will:

____

____

____

____

Charitable Organizations: Name, address, registration number of organizations to be named in your Will

____

____

____

PERSONAL REPRESENTATIVES

Your choices of an Executor/Trustee and alternate Executor/Trustee are very important. Your Executor/Trustee should be a mature person capable of conducting business affairs. Your spouse, a relative or a friend could be possible choices. Because an Executor/Trustee could predecease you or be unable to serve, it's wise to choose an alternate. Trust companies also act as Executors and will always be able to serve.

Executor's name: ____

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: ______________________ Work Telephone: ___________________________

Alternate name: ____

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: ______________________ Work Telephone: ___________________________

If you have underage children, you should name a **guardian** and an **alternate guardian** you trust with their upbringing and with management of their business affairs.

Guardian: Name: ____

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: ______________________ Work Telephone: ___________________________

Alternate: Name: ____

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: ______________________ Work Telephone: ___________________________

LEGAL & FINANCIAL REPRESENTATIVES

Several people or institutions may maintain records important in settling your estate. Many law firms have facilities for storing original Wills. Your Executor/Trustee will need access to your legal, financial and tax records. To ensure the smooth settlement of your estate, list the following information plus any other information you deem as relevant to your estate.

Legal: Name: ___________________________________ Firm: __________________________________

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: _____________________ Work Telephone: ____________________________

Accountant: Name: ______________________________ Firm: __________________________________

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: _____________________ Work Telephone: ____________________________

Insurance: Name: ________________________________ Firm: _________________________________

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: _____________________ Work Telephone: ____________________________

Banking: Name: ________________________________ Bank: _________________________________

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: _____________________ Work Telephone: ____________________________

Investments: Name: _____________________________ Company: _________________________

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: _______________________ Work Telephone: ___________________________

Trust Company: Manager: _____________________ Firm: __________________________________

Address: Suite: ___________ Street: ____

City/Town, Province & Postal Code: ____

Home Telephone: _____________________ Work Telephone: ___________________________

LEGAL & FINANCIAL PAPERS

My tax records are stored: ____

My safety deposit box is located: ____

Location of safety deposit key: ____

My original birth certificate is stored: _____________________________________

My social insurance certificate is stored: ___________________________________

My company retirement and pension papers are stored: _________________________

My military records and pension papers are stored: ____________________________

My funeral arrangements are listed: ______________________________________

ESTATE DISTRIBUTION

Your Will does not need to describe precisely how you want every item on your estate distributed. However, if there is someone you wish to give a specific item or sum of money, or if there has been a change in your wishes outlined in previous Will, explain below:

In distributing money, consider dividing it by percentages, rather than in fixed amounts to take into account changes in the size of your estate. For possessions, consider listing some specific items that are particularly valuable or have sentimental meaning, and then designate one individual to receive “the balance of my personal possessions.”

Person or Charitable Organization	Amount of Money or Description of Item

In your Will, you may divide the residue of your estate (what’s left over after specific bequests) among people and charitable organizations that you specify. Note your intentions, or changes below:

Person or Charitable Organization	Residue of My Estate (Percentage)

BALANCE SHEET

Making a list of your assets and your current liabilities makes it easier to divide your estate, and helps your lawyer the preparation of an actual Will.

Assets **$**	**Liabilities** **$**
Personal Residence:	Credit Cards: • Visa Card • MasterCard • American Express • Other Cards
Other Real Estate:	Automobile Loan:
Automobiles:	Automobile Lease:
Investments: • RRSP's • RRIF's • Mutual Funds • Stocks • Bonds • GIC's • Canada Savings Bonds	Loans: • Business Loans • Personal Loans • Personal Line of Credit • RRSP Loans
Bank Accounts:	Home Mortgage:
Trust Company Accounts:	Cottage Mortgage:
Life Insurance:	Investment Property Mortgage:
Pension Benefits:	Other Liabilities:
Jewelry:	
Art:	
Valuable Furnishings:	
Other Assets:	
Business Interests:	
Total: **$**	**Total:** **$**
Net Worth (Assets- Liabilities)	
$	

The **PERSONAL FINANCIAL PROFILE** is the nest step in developing plan tailored to your individual needs. In order to maximize the benefits that you realize from this plan, it is important that the information provided is as accurate, complete and up-to-date as possible.

Name: ____

Date: ____

FINANCIAL
PERSONAL & CONFIDENTIAL

1. ESTIMATE OF ANNUAL INCOME				
	Current Year ______________		**Next Year _________________**	
	Self	Spouse	Self	Spouse
Employment Income				
Bonus				
Interest Income				
Dividend Income				
Taxable Capital Gains				
Pension				
Old Age Security				
Canada Pension Plan				
Other				
TOTAL INCOME				

2. ANNUAL INCOME REQUIREMENTS	
Rent or Mortgage Payments	**$**
Property Taxes (include 2nd home)	**$**
Property Maintenance & Insurance	**$**
Utilities	**$**
Food and Clothing	**$**
Car Depreciation: Insurance, Gas & Maintenance.	**$** **$** **$**
Education or Child Care	**$**
Recreation/Holiday	**$**
Insurance Premiums (personal)	**$**
Miscellaneous (donations, etc.)	**$**
Debt Reduction	**$**

Income Taxes	**$**
Other (specify)	**$**
Total Income Requirements	**$**

FINANCIAL
PERSONAL & CONFIDENTIAL

3. ESTATE PLANNING

Do you have a Will? Yes o No o Date __________________ Location________________

Does your spouse? Yes o No o Date __________________ Location________________

How much life insurance do you have?

	Company Name	Self	Spouse
Group	___________________	______________	________________
Personal (term)	___________________	______________	________________
Personal (permanent)	___________________	______________	________________

In the event of your death, what amount of annual income would be required to maintain your family's current standard of living? $ _________________

6. RETIREMENT

Are you a member of a company retirement plan? Yes o No o

If Yes, please describe the benefits.

1. Pension Plan ____
2. Deferred Profit Sharing Plan ____
3. Group RRSP ____

What is the Pension Adjustment amount on your last T4 slip? ______________________________

FINANCIAL
PERSONAL & CONFIDENTIAL

FINANCIAL DETAILS

1. BANK INFORMATION

Assets (Cash, Savings Accounts)

Bank/Trust	Account Type	Amount	Interest Rate	Term	

Loans

Bank/Trust	Amount	Interest Rate	Payments	Payment Frequency	Maturity Date

2. CANADA SAVING BONDS/TREASURY BILLS

Quantity	Series	Maturity	Type (R,C)	

3. TERM DEPOSITS/GICS

Bank/Trust	Amount	Interest Rate	Payment Frequency	Maturity Date	

4. STOCKS AND OTHER EQUITIES (or attach most recent statements)

This section details all equity holdings-stock, options, warranty, rights, futures, commodities.

Quantity	Description	Average Cost	Purchase Date	
		/		
		/		
		/		
		/		
		/		
		/		

5. BONDS

This section details all holdings except CBSs which are covered above.

Quantity	Description	Average Price	Purchase Date	
		/		
		/		
		/		
		/		
		/		

		/		

FINANCIAL
PERSONAL & CONFIDENTIAL

6. MUTUAL FUNDS				
Quantity	**Description**	**Purchase Price**	**Date**	**Account Number at Fund**
		/		
		/		
		/		
		/		
		/		
		/		

7. RRSP's or RRIF'S This sections details all RRSP holdings and their locations (or attach account statement)				
Self or Spouse	**Institution**	**Description of Investment(s)**	**Estimated Current Value**	**Beneficiary**
8. TAX DEFERRALS				
Quantity	**Description**	**Purchase Price**	**Date**	**Tax Shelter Number**
		/		
		/		
		/		
		/		
		/		
		/		

PERSONAL & CONFIDENTIAL

Comments and Notes