

## Your assets and funding your Trust

By completing this worksheet, you will help us prepare the funding materials for your Trust. As you may already know, Trusts usually avoid probate. Assets in a Trust may pass on to your beneficiaries outside of a probate proceeding thereby saving time and court fees. Therefore, if your Trust is not fully funded, these savings and benefits may not be fully realized. For that reason, it is important for us to know about all of the assets you own. Please fill out this worksheet in its entirety. We will use the information you provide to help you re-title assets in the name of your Trust which is the process commonly referred to as funding your Trust. For some assets we will help you update your primary and secondary beneficiaries rather than connect the assets to your Trust.

### What do I do with this worksheet once it is complete?

Once you have completed this worksheet, please return it to our office before your final appointment.

### What if I have questions about the information requested?

We are always available to help you, so please feel free to call or email us. Additionally information regarding estate plan documents has been posted on our website, which you may find helpful.

We can be reached at  
**(503) 726-0375**  
from 8:00 am to 5:00 pm Monday  
through Thursday, and from 8:00  
am to 3:00 pm on Friday.  
During summer we close at  
12:00 pm on Friday.  
<http://www.oregoneel.com/>

### Why is this an important part of my estate plan?

If you have a Trust as part of your estate plan, it should be properly funded. A Trust cannot manage assets unless those assets are connected to your Trust.

#### PLEASE TELL US MORE ABOUT YOU

Your full legal name: \_\_\_\_\_

Also known as: \_\_\_\_\_ Phone: \_\_\_\_\_

CONFIDENTIAL

REAL PROPERTY		
Address and/or General Description	Market Value	Loan Balance
<b>Total:</b>		

*Example: 1234 Main Street, Salem, OR 97301*

*\$215,000 value*

*\$145,000 mortgage*

*Example: Time Share w/ Worldmark*

*\$100,000 value*

*zero loan balance*

- \_\_\_\_\_ Includes Manufactured Home
- \_\_\_\_\_ Property partitioned or legal description changed, since you first took title
- \_\_\_\_\_ Includes more than one lot

**Types of real property include:**

- Your personal residence
- Vacation homes
- Vacant land
- Condominiums
- Cooperatives
- Time shares
- Mineral interests
- Any other interest in real estate

**Note:**

Even though your real property will be titled in the name of your Trust, you will continue to pay your property taxes as an individual.

BANK ACCOUNTS			
Name of institution	Account	Type	Amount
<b>Total:</b>			

Example: Chase Bank

#123456-1

Checking

\$7,100.00

**Note:**

You do not need to change the names on your checks when your checking account is titled in the name of the Trust.

Types of accounts include:

- Checking
- Savings
- Certificate of Deposit
- Money Market

*Do not list IRA or 401(k) accounts*

RETIREMENT PLANS			
Name of institution	Account	Type	Amount

*Example:* Fidelity Investments                      #654321-9                      IRA                      \$42,000.00

**Note:**  
Your retirement plans will not need to be titled in the name of the Trust, or modified to name the Trust as a beneficiary. If you want to discuss how a special Retirement Trust can be designed for these assets please let us know.

- Types of retirement accounts include:
- General Pension
  - 401(k)
  - 403(b)
  - IRA
  - Simple IRA
  - SEP IRA
  - Roth IRA
  - HSA
  - ESA



LIFE INSURANCE POLICIES AND ANNUITIES	
Policy #1	Policy #2
Insurance Co./ Agent:	Insurance Co./ Agent:
Face Amount / Death Benefit:	Face Amount / Death Benefit:
Insured person:	Insured person:
Policy owner:	Policy owner:
Current beneficiary:	Current beneficiary:
Premium payor:	Premium payor:
Policy number:	Policy number:
Type:	Type:

**Example:**

Insurance Co. / Agent: Standard Ins. Co.  
 Face Amt. / D.B.: \$150,000  
 Insured person: [ your name ]  
 Policy owner: [ your name ]  
 Current beneficiary: [ child ]  
 Premium payor: School District  
 Policy number: 1234567

**Types of policies include:**

Term, whole life, split dollar, group life, annuity.

You don't have to transfer ownership of the policy into the name of the Trust. If you want the Trust to receive your life insurance proceeds, the Trust itself should be named as a beneficiary.

*Note: Annuities are generally not transferred into your Trust. Instead, we help you update the beneficiary designations.*

**FURNITURE AND PERSONAL EFFECTS**

*Please list separately only major personal belongings such as jewelry, collections, antiques, furs, or other valuable or special personal items. For the remaining miscellaneous furniture and household effects, list a lump sum estimated value.*

Description	Estimated Market Value
Miscellaneous furniture and household effects (total)	
<b>Total:</b>	

*Example: Grand piano      \$20,000.00*

**AUTOMOBILES, BOATS, AND RVs**

Description	Estimated Market Value
<b>Total:</b>	

<b>BUSINESS INTERESTS</b>	
<b>Description (Company Name)</b>	<b>Market Value</b>
<b>Total:</b>	

<b>MONEY OWED TO YOU</b>			
<b>Name of person who owes you money</b>	<b>Date of note</b>	<b>Date of maturity</b>	<b>Current balance</b>
<b>Total:</b>			

**Note:** To transfer a promissory note into your Trust, we will assist you with the assignment which formally places the note in the name of the Trust.



<b>ANTICIPATED INHERITANCE, GIFT, OR LAWSUIT JUDGMENT</b>	
<b>Description</b>	<b>Estimated Value</b>
<b>Total:</b>	

<b>OTHER ASSETS</b>	
<b>Description</b>	<b>Market Value</b>
<b>Total:</b>	

<b>ADDITIONAL RELEVANT INFORMATION</b>