

Estate Planning Guide

— A Guide to —
PLANNING YOUR LEGACY

Provided for You by



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The Importance of Good Planning

Creating an estate plan is an important step in providing and caring for those you love and for yourself. A well-thought-out plan enables you to leave a legacy and protect your assets, and provides you with peace of mind that your wishes will be carried out.

Just in Time for Foster Youth is pleased to provide you with this guide which allows you to gather information for your attorney, making your estate planning process much easier and less expensive while fulfilling your desires for family, friends, and the causes you care about.

From Just in Time to Always There

Dear Friend of Just in Time,

Some gifts make an impact today. A Legacy Gift, on the other hand, can have a lasting impact by ensuring a significant financial foundation for transition age foster youth who haven't been able to count on consistent support at any time in their young lives.

A Legacy Gift is a lasting investment to ensure that every youth leaving the foster care system has a community of caring adults waiting for them after they turn 18.

As you will read in this Estate Planning Guide, Legacy Giving to Just in Time can be done directly through a will or trust, by naming JIT as the beneficiary of a retirement account, or through giving options that provide tax benefits and even income. And you will also learn how Legacy Gifts offer many benefits to you and your loved ones.

If Just in Time for Foster Youth is already included in your estate plans, please [let us know](#). We would be grateful for the opportunity to thank you for your support and recognize your generosity by welcoming you into the Family Forever Society, a special group of caring individuals who have shown their support for foster youth with a Legacy Gift.

Thank you for helping us to change the world....one youth at a time,

Don Wells
Chief Empowerment Officer

Essential Estate Planning Documents

Living (Revocable) Trust

A living trust is a legal document that states who you want to manage and distribute your assets if you're unable to do so, and who receives them when you pass away. In many states including California, a living trust protects your assets from the costly and lengthy probate process. Having one helps communicate your wishes so your loved ones aren't left guessing or dealing with the courts.

A well-prepared trust names two important people: 1) a Successor Trustee to carry out your wishes when you no longer can, and 2) a Guardian to care for your minor children, if applicable.

Once you've created your trust, you should review it every five years or whenever there are major changes in estate or tax laws, whichever is sooner, to ensure that the document still reflects your wishes. Because a Living Trust is Revocable, you will be able to make any necessary changes to the document to keep it up to date.

Last Will and Testament

Your will is a written document, signed by you and typically by two witnesses. In some states, your signature is witnessed by a notary. A will is an essential part of transferring your property at the right time to the right people at the lowest cost. With a will, you are able to choose who will inherit your property and who will administer your estate as executor or personal representative.

If you have a trust, then most of your wishes will be reflected in that document and not in your will. However, you will still need to create a Pour Over Will, a special type of will that when used in conjunction with a revocable living trust provides for the transfer of assets to the trust. It often is used for specific bequests of tangible personal property such as jewelry and household items that cannot be titled in the name of the trust.

If you choose not to create a trust, then your will should include language as to who will inherit your property and who will administer your estate as executor or personal representative. If it is accepted by the probate court, it will be used to determine the distribution of your property. Without a will, the court often ignores your desires and follows state law to distribute your assets and appoint guardians for minor children. Without a will, your family may encounter increased costs, delays, and unnecessary conflicts.

Advance Healthcare Directive

A durable power of attorney for healthcare allows you to select a person who can help make healthcare decisions if you are incapacitated. You may have a serious medical condition and the doctor will need healthcare advice. Your designated holder of a durable power of attorney for healthcare can help you receive high-quality care.

The second part of an Advance Healthcare Directive helps medical personnel understand your wishes for end-of-life care.

Your estate planning attorney should help you to create an Advance Healthcare Directive. Some hospitals or medical centers also offer a document you may use.

Durable Power of Attorney for Finances

There may come a time when you are not able to manage your finances due to incapacity. A durable power of attorney allows you to appoint someone to make financial decisions and ensure your property is being cared for and your bills are being paid when you cannot manage these things yourself.

A durable power of attorney for finances permits you to select the person who will act on your behalf, rather than having the Court appoint a conservator. It enables you to select someone you trust and who shares your values.

Beneficiary Designations

Many of your financial accounts ask you to designate who you would like to receive these assets when you pass away. In some cases, you will want to name loved one(s) to receive these assets, which will be distributed outside your trust or will. If you wish to leave some of your estate to a charity or charities, naming them as beneficiaries of retirement assets such as an Individual Retirement Account (IRA) may be a good option to maximize your gift and avoid leaving taxable assets to your family.

YOUR PERSONAL INFORMATION

Please tell us about you and your family. Spell names exactly as you want them to appear in your estate documents, using full legal names, not nicknames.

Your Full Legal Name _____ ☐ Male ☐ Female ☐ Non-binary
Date of Birth _____ Social Security Number _____
Home Address _____
City State Zip _____
Home Phone _____ Cell Phone _____
Email _____

Current Marital Status:

☐ Single ☐ Married ☐ Widowed ☐ Legally Separated ☐ Divorced

Prior Marriages: If you were in previous marriage(s) that ended in divorce,
when did that marriage end? _____

If you are widowed, when did your spouse pass away? _____

Check which documents you presently have: ☐ Will/Pour Over Will ☐ Living Trust

☐ Durable Power of Attorney/Healthcare ☐ Durable Power of Attorney/Finances

When were these last updated _____

Your Estate Planning Goals

You may have a number of goals that you want carried out through your estate plan. Listed below are several types of goals. Please indicate how important these goals are by checking the appropriate numbered box (one is low importance and five is high):

	(Low)				(High)
	1	2	3	4	5
Provide for spouse or children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide for guardianship of minors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide for healthcare if disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protect against liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduce estate taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase current income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a charitable legacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan for business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other goals _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YOUR CHILDREN

☐ Yes, I have children (If so, how many? _____) – or -- ☐ No, I do not have children.

If the answer above was yes, please complete the following information for each child. Please list all of your children, whether minors or adults, including deceased children, children from a prior marriage, as well as any children who were adopted or are foster children. Please attach additional pages as needed. If you wish to exclude a child as a beneficiary of your estate, check the "Exclude from Plan" box.

1. Full Legal Name _____ ☐ Male ☐ Female
Date of Birth _____ Social Security Number _____
Home Address _____
City State Zip _____

Status (check all that apply):

☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan
Parentage: ☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted
☐ Foster ☐ Deceased

2. Full Legal Name _____ ☐ Male ☐ Female
Date of Birth _____ Social Security Number _____
Home Address _____
City State Zip _____

Status (check all that apply):

☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan
Parentage: ☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted
☐ Foster ☐ Deceased

3. Full Legal Name _____ ☐ Male ☐ Female
Date of Birth _____ Social Security Number _____
Home Address _____
City State Zip _____

Status (check all that apply):

☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan
Parentage: ☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted
☐ Foster ☐ Deceased

YOUR SPOUSE

Spouse's Full Legal Name _____ ☐ Male ☐ Female
Date of Birth _____ Social Security Number _____
Home Address _____
City State Zip _____
Home Phone _____ Cell Phone _____
Email _____

Was your spouse previously married? ☐ Yes ☐ No
If previously married, how did the marriage end? ☐ Divorce ☐ Annulment ☐ Death

Check which documents your spouse presently has: ☐ Will/Pour Over Will ☐ Living Trust
☐ Durable Power of Attorney/Healthcare ☐ Durable Power of Attorney/Finances
When were these last updated _____

Do you or your spouse have a prenuptial agreement that identifies and disposes of separate spousal property? If yes, attach a copy for your attorney

1. Lifetime Gifts. You may have made substantial tax-free gifts to children or other heirs. If you have, please list those below or attach a list of those gifts to this guide.

2. Trustee, Guardian or Executor. Are you currently serving in this capacity? ☐ Yes ☐ No

3. Inheritance. Is it likely that you may receive an inheritance? ☐ Yes ☐ No

4. Safe Deposit Box. List the bank and address where your box is located.

Bank Address _____
City State Zip _____
Identify the name of the person who has the key _____

Guardian for Minor Children

Please name the person to be Guardian for Minor Children (If Applicable)

Name of Guardian _____ Email _____
Address _____
City State Zip _____
Home Phone _____ Relationship _____

Please name an Alternate Guardian

Name of Guardian _____ Email _____
Address _____
City State Zip _____
Home Phone _____ Relationship _____

YOUR SUCCESSOR TRUSTEE(S)

A trustee is responsible for managing the property owned by a trust for the benefit of the trust beneficiaries. Typically you will be the first Trustee of your Living Trust. When you are no longer able to manage your finances, your Successor Trustee will step in to serve. Trustees may be a friend or family member, a corporate trustee, or a licensed personal fiduciary.

Please name the person or entity you wish to appoint as your Successor Trustee

Name of Individual or Corporation _____ Email _____

Address _____

City State Zip _____

Phone _____ Relationship _____

Please name an Alternate Successor Trustee

Name of Individual or Corporation _____ Email _____

Address _____

City State Zip _____

Home Phone _____ Relationship _____

YOUR EXECUTOR

Executors are the people you trust to manage the affairs of your estate after you pass away. Typically an executor will be required to complete these 8 steps:

- | | |
|--|---|
| 1. Submit your will to the probate court | 5. Make debt payments |
| 2. Locate your heirs | 6. Resolve any estate controversies |
| 3. Determine your estate assets and values | 7. File final income tax and estate tax returns |
| 4. Pay bills and the estate attorney | 8. Distribute your assets to heirs |

Your Executor should be someone you trust to manage all these duties and to uphold your values and wishes.

Please name the person you wish to appoint as your Executor

Name of Executor _____ Email _____

Address _____

City State Zip _____

Home Phone _____ Relationship _____

Please name an Alternate Executor

Name of Executor _____ Email _____

Address _____

City State Zip _____

Home Phone _____ Relationship _____

YOUR HEALTHCARE REPRESENTATIVE

A durable power of attorney for healthcare empowers the person you select to make key decisions for your care. It could be the same person you appoint as Trustee and/or Executor, or someone else.

Please name the person you wish to appoint as Power of Attorney for Healthcare

Name of Executor _____ Email _____

Address _____

City State Zip _____

Home Phone _____ Relationship _____

Please name an Alternate Power of Attorney for Healthcare

Name of Executor _____ Email _____

Address _____

City State Zip _____

Home Phone _____ Relationship _____

YOUR POWER OF ATTORNEY FOR FINANCES

A power of attorney could be the same person you appoint as Trustee and/or Executor, or someone else.

Please name the person you wish to appoint as Power of Attorney for Finances

Name of Executor _____ Email _____

Address _____

City State Zip _____

Home Phone _____ Relationship _____

Please name an Alternate Power of Attorney for Finances

Name of Executor _____ Email _____

Address _____

City State Zip _____

Home Phone _____ Relationship _____

YOUR FINANCES

Please list all of your assets and liabilities. This will help your advisor plan your estate.

Assets	\$ Total Value of Asset	Joint Property	Your Property	Spouse's Property
Example Property	\$298,000		✓	
Real Estate				
Main Residence Address		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Residence Address		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation Home		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Share		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Real Estate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking and Savings Accounts				
Bank Account - Bank(s) and Account Types		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDs/Money Market Funds/Credit Union Accounts				
Account (Custodian or Account Type)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Sheltered Annuity - Not in Retirement Plan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Investments				
Bonds or Bond Fund Custodian, Account Number		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks or Stock Fund Custodian, Account Number		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Savings Bonds		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Property				
Furniture/Household Furnishings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools & Equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antiques/Collections		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jewelry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automobiles		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreational Vehicles		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Vehicles		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Interests		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance - Face Amount/Death Benefit		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement (IRA/401(k)/403(b)) Custodian, Account Number		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Retirement Plan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Assets: \$		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Liabilities	\$ Total Amount of Debt	Joint Debt	Your Debt	Spouse's Debt
Mortgage on Personal Residence		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortgage on Second Residence		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortgage on Vacation Home/Other Real Estate		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Debts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Charge Accounts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Installment Contracts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loans on Life Insurance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Debts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Liabilities/Debts: \$		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL ESTATE: \$ (Assets Less Liabilities)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEAVE A LEGACY

An estate gift to Just in Time is a meaningful way to help to create a brighter future for foster youth. With thoughtful planning, anyone can make a lasting impact that benefits themselves and their loved ones and brings hope to hundreds of foster youth.

We have provided some basic bequest language to assist you and your attorney.

1. Bequest of a Specific Dollar Amount:

"I hereby give, devise and bequeath [Bequest Amount] to Just in Time for Foster Youth, a non-profit organization located at 4560 Alvarado Canyon Rd, Suite 2G San Diego, CA 92120 Federal Tax ID: 20-5448416 for Just in Time's general use and purposes."

2. Bequest of Specific Personal Property:

"I hereby give, devise and bequeath [Property Bequest] to Just in Time for Foster Youth, a non-profit organization located at 4560 Alvarado Canyon Rd, Suite 2G San Diego, CA 92120 Federal Tax ID: 20-5448416 for Just in Time's general use and purposes."

3. Bequest of Specific Real Estate:

"I hereby give, devise and bequeath all of the right, title and interest in and to the real estate located at [Bequest Real Estate] to Just in Time for Foster Youth, a non-profit organization located at 4560 Alvarado Canyon Rd, Suite 2G San Diego, CA 92120 Federal Tax ID: 20-5448416 for Just in Time's general use and purposes."

4. Bequest of Percentage of an Estate:

"I hereby give, devise and bequeath [Bequest Fraction Of Residuary] to Just in Time for Foster Youth, a non-profit organization located at 4560 Alvarado Canyon Rd, Suite 2G San Diego, CA 92120 Federal Tax ID: 20-5448416 for Just in Time's general use and purposes."

Beneficiary Designations

If you plan to leave a gift to Just in Time in your estate plan, beneficiary designation gifts are among the most flexible of all charitable gifts. A gift through a beneficiary designation is simple to create and may even offer some tax benefits to your heirs. For example, gifts from retirement plans are taxable to heirs, but not to charitable organizations. Beneficiary designations are as easy as filling out an online or paper form. For more information, visit our website: <https://jitfosteryouth.org/legacy-giving/>



If you elect to include Just in Time in your estate plans, please let us know. We would be grateful for the opportunity to thank you for your support and recognize your generosity by welcoming you into the Family Forever Society, a special group established to honor those people who have chosen to invest in Just in Time with a legacy gift.

