



American
Red Cross

Touching the Future

Guide and Workbook for Will Planning and Charitable Giving





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redcrosslegacy.org

Foreword

Supporting the American Red Cross is an effort that unites thousands of Americans every year. The decision to give to the Red Cross is personal. Most discussions about giving begin and end with values—your personal values and our shared community values.

We hope to inspire you to prepare for your family's financial future by completing your will. The Will Planning Workbook portion of this booklet is designed to help you organize the personal information you will need to draft your will. We've also developed a convenient form you can complete on your computer.

Work with paper and pen or use our downloadable workbook. Choose the version that works best for you! The important thing is to get started now so you can make your wishes known to your heirs.

As you reflect on how to allocate your assets, we hope you will consider supporting causes that have been important in your life. We will also share a few approaches other Red Cross donors have used to express their philanthropic values.

Leaving a gift in your will to family members and to the charities you care about is the most common form of giving. We will outline how other giving options might allow you to help the Red Cross and to preserve resources for yourself during your lifetime or for your beneficiaries.

If you need additional information, please call 1-800-797-8022 ext. 5, email GiftPlanning@redcross.org or contact your local American Red Cross Chapter. A Red Cross Gift Planning Officer will be happy to answer your questions and help you consider options and choose a plan that reflects your wishes and values.

With many thanks for your support of the American Red Cross,



Rebecca Locke
Executive Director, Gift Planning

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Introduction

Plan now for a meaningful future.

Being prepared is one of the key principles of the American Red Cross. So, we consider it a privilege to help you prepare your plans and get your financial affairs in order.

This *Guide and Workbook for Will Planning and Charitable Giving* was developed to be informative and useful. It will help simplify what might otherwise seem a daunting task. In this compact Guide, you'll find a basic overview of will preparation and ways you can pass along your values as well as your possessions.

As a friend of the American Red Cross, you share a commitment to compassion with fellow supporters and the earliest Red Cross visionaries—Henry Dunant, father of the International Red Cross Movement, and Clara Barton, founder of the American Red Cross.

So while you use this Guide to organize your personal information and begin preparing your will, we hope you might remember the important work of the American Red Cross and consider making a gift, of any size, to help ensure our future.

The final pages of the Guide explain many ways you can help. Many people leave a charity in their will because they like to make a lasting impact for causes that have been important in their lives.



“The Red Cross has truly earned the reputation of not only being first on the ground during disasters ... but for exercising careful stewardship over all financial contributions!”

Blythe Hink

It is truly an honor to help you begin planning your will. Please use this Guide well, so that your wishes can be a personal expression of your life and values.

Why Everyone Needs a Will

Write your will, or the government decides.

Of all financial documents, perhaps none is more personal or more important than your will. This single instrument conveys the wishes and priorities of a lifetime, and speaks volumes about what matters to you.

A will tells friends and family members precisely how you'd like your material assets distributed. It saves your loved ones from unnecessary distress by clearly articulating your opinions and decisions. It alleviates guesswork, speculation and doubt, helping make their lives easier.

Some people mistakenly believe that unless they've accumulated great wealth and a complex assortment of financial holdings, they don't need a will. That's far from the truth.

Without a legitimate will, the government—not you—will decide how your affairs are handled. There is no guarantee that its choices will be those you would have made.



Prepare your will now and you will be able to:

- Select an individual you trust to serve as executor and make sure your wishes are carried out
- Determine who will serve as guardian of your minor children or dependents and manage their finances
- Make tax-wise decisions for the distribution of your assets
- Ensure friends and causes that you hold close to your heart are included

Once this cornerstone document is in place, you can complete your plans with two other important documents: a power of attorney and a living will (also known as an advanced directive). With these documents you can:

- Designate who will have authority to make financial and legal decisions if you become unable to handle your own affairs
- Clarify your wishes—then empower an individual to carry out your medical arrangements



“I wanted my commitment to Red Cross to outlive me so I put you in my will!”

May Jo Blackwood

Pass along your possessions and values

In truth, all people have possessions that will need to be disbursed. Think about it. Most people possess financial holdings such as checking accounts, saving accounts, retirement savings, real estate, life insurance, stocks and bonds.

Many individuals also have personal belongings like automobiles, artwork, silver flatware, fine china and electronics with real or sentimental value. Family heirlooms of jewelry, photographs and handmade crafts hold great personal value. Unless such items are specifically addressed in a will, disputes can be the source of family discord and arguments.

Keep your will as simple, or as detailed, as you wish

You can include instructions and wishes on virtually any subject—from directing the care of a beloved family pet, to passing along treasured belongings to those who will most appreciate them.

By preparing your will now, you'll help your loved ones avoid any extra stress and confusion.

Having your affairs in order for grieving loved ones will give you peace of mind. You can feel confident that you have helped them by fulfilling one of your most important responsibilities: leaving a will, so they can make it through a difficult time. By planning ahead, you can also help organizations continue the good work that you have supported during your lifetime.

When to Revise Your Will

Creating a will is a landmark accomplishment. But even if you already have a will, you'll want to examine it periodically to make sure it continues to reflect your wishes.

At the very least, your will should be reviewed and possibly revised any time you experience a major life change such as:

- Loss of a spouse
- Remarriage or divorce
- Death of an heir
- Significant change in the health of your proposed executor or alternate executor
- Changing relationships with family members
- Birth of children or grandchildren
- Major shifts in assets, such as the sale of real estate or a business
- Maturation of long-term investments
- Changes in income and estate tax laws that impact the distribution of your assets.

When needed, revisions can be addressed through an amendment or codicil. This is a simple attachment that can be added to your existing will. For major revisions, it is best to seek professional advice from an attorney.

Get a Head Start on Writing or Updating Your Will

Completing the following workbook will be very helpful in drafting or amending your will. It includes sections on many types of assets, and it will consolidate all of your important information into this single document.

You may not be able to answer all the sections at once. That's fine. Fill out as much as you're able. You can always return to sections that require extra research or discussion. The important thing is to stick with it. Don't let completion of the entire workbook

keep you from organizing and acting on your plans.

Once you have the basic information filled in, you can meet with your attorney. While it's best to have as much completed as possible, you can always finish entries later. Every day you wait leaves your heirs unprotected.

For more information on gift opportunities, please review the section that begins on [page 36](#).

Organize Your Thoughts, Feelings and Information

Gathering information for your will can feel overwhelming. But it doesn't have to be. The process falls into four main phases. Just follow these simple steps.

- Step 1** **Learn about your options for will planning.** Spend time with this Guide, including the will planning information and definitions in the glossary at the end of this workbook. You'll soon have a basic understanding of the vocabulary and planning tools available to you.
- Step 2** **Organize your assets** (use the following estate planning pillars checklist and workbook). Systematically complete the workbook, noting account numbers and financial details where prompted. Keep this information in a convenient, secure place so you can easily return to it and continue working if need be.
- Step 3** **Meet with a professional or do it yourself.** We encourage everyone to seek out an attorney to have as a trusted advisor during this process. With this completed workbook in hand, you'll be well on your way to having a productive meeting to share your information and formalize a will.
- Step 4** **Share your intentions** with loved ones, your executor and any charities you may include. At the very least, you should leave a copy of your will with your attorney, and make sure your executor has your attorney's name and contact information. If you are creating a will on your own, we encourage you to make sure at least 2-3 people you trust have a copy of your will (i.e., spouse, children, your chosen executor).

If you have any questions or would like any help getting started or completing your estate plans, we invite you to call the Gift Planning Office at the American Red Cross. You can reach us toll free at **1-800-797-8022 ext. 5** or email us at GiftPlanning@redcross.org.



Three Pillars of Every Estate Plan

Conveying your wishes in a **will** is important. But two other documents are equally important: a **living will** (also known as an advanced directive) and a **power of attorney**. Both can easily be amended or revoked if you change your mind. But by taking care of these matters now, you can save your loved ones immeasurable grief and stress.

A **living will** lets medical personnel know whether or not you want measures taken to support your life if and when such measures become needed. These measures can range from temporary nutrition to breathing assistance and more. Most hospitals can provide you a form at no charge. It must

be signed well ahead of time, while you are of sound mind, in order to be valid. It's a good idea to read and complete your living will, and to make sure your family members understand your views on certain issues. Unless you have a living will, medical personnel will do everything within reason to sustain your life. Check your local and state laws for clarification.

A **power of attorney** gives someone the authority to make decisions for you if you become unable to handle your own affairs.

It's possible to define the types of decisions this person may make and for how long. Like a living will, a power of attorney may be amended or revoked at any time.

When selecting an individual to serve in this role, choose carefully. Most people designate a family member or trusted friend. It's a good idea to discuss this appointment in detail so the individual is clear on his or her responsibilities and will not be surprised by the role.



“I have been with the Red Cross for over 20 years. This is an opportunity to give back to the organization that has given me great opportunities to grow. This gift helps support the Red Cross mission and helps teach my children to always give back, whether financially or as a volunteer.”



Use the Following Workbook to Prepare to Meet With Your Planner

Planning Steps:

1. Determine your assets. Use this workbook to make a list of all your assets.

Do not permit this step to prevent you from continuing with the estate planning process.

2. Identify the people and causes important in your life that you'd like to honor through your will. Consider family, friends, charities, organizations, church, etc.
3. Determine what you would like to leave as a gift through your will. Consider each beneficiary on your list and decide what benefit you want to give to each one.
4. Determine how you can accomplish your plans. Reading through this Guide will acquaint you with the many gift vehicles available and prepare you to meet with your planning professional in Step 6.
5. Decide on an executor, trustee and guardian, as appropriate. Which individuals and institutions do you trust to carry out your wishes? Ask these individuals if they are willing to perform the proposed duties.

Always keep this completed booklet safe and secure. To protect your personal information, we recommend keeping it in a lock box or home safe.

6. Consult your attorney and include other planning professionals such as financial advisors if needed. If you choose to create a will on your own, use the Guide and Workbook to shape your decisions. Put in place your plan to accomplish your goals. Be sure to complete any required documents.

Download an electronic copy of this workbook **FREE**.

- PDF format is easy to edit and save
- Stores on your computer for privacy
- Plenty of room for all your information
- Simplifies sharing

Get your copy now at
www.redcrosslegacy.org/workbook.





American
Red Cross

Will Planning Workbook



Courtesy of the American Red Cross

Date Last Updated: _____

Personal Information for the Estate of:**Full Name:** _____**Current Address:** _____

Telephone Number: _____

Former Addresses

Former Address #1: _____

Dates of Residence at Address Listed Above: _____

Former Address #2: _____

Dates of Residence at Address Listed Above: _____

Social Security Number: _____

Date of Birth: _____

Place of Birth: _____

Father's Name: _____

Mother's Maiden Name: _____

! Location of Birth Certificate: _____

Marital Status:

Single Married Widowed
 Divorced Separated

Spouse's Name: _____

Date of Birth: _____

Occupation: _____

Social Security Number: _____

Citizenship (if other than U.S.A.): _____

You: _____

Your Spouse: _____

! Location of Marriage Certificate: _____

Any Former Marriages? _____

You: Yes NoYour Spouse: Yes No**Children of Current Marriage***(including adopted children)*

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____**Children of Your Former Marriages***(including adopted children)*

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____**Children of Your Spouse's Former Marriages***(including adopted children)*

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____**Do any of your children have permanent****disabilities? If so, please explain:**

Deceased Children

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____

Name: _____

Birthdate: _____ Sex: _____

 Married Children #: _____ Ages: _____**Do any of your deceased children have children? If so, please list their names and addresses.**

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Other people to be considered in your estate plan

Name: _____

Age: _____ Sex: _____ Relationship: _____

Name: _____

Age: _____ Sex: _____ Relationship: _____

Name: _____

Age: _____ Sex: _____ Relationship: _____

Charitable organizations you have supported or wish to support

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Military Service

Service Serial #: _____

Branch of Service: _____

Dates of Service: _____

Veterans Administration Disability #: _____

! Location of Discharge Papers: _____

Business or Employment

Retired from: Employed by:

Name of Company: _____

Address: _____

Financial Interest, if any: _____

Other Business Interests (status as partner, stockholder or sole proprietor): _____

! Location of Papers: _____

Funeral Requests

Religious Affiliation: _____

Church, Synagogue, Mosque, etc. Membership: _____

Address: _____

Phone Number: _____

Name of Funeral Home: _____

Address: _____

Phone Number: _____

Prepaid Burial Costs: \$ _____

Funeral Instructions, if any: _____

Obituary Wording: _____



Current Last Will and Testament or Living Trust, if Any

! Location of Will or Trust:

Date of Will or Trust: _____

Primary Executors, Trustees or Guardians

Name: _____

Phone Number: _____

Address: _____

Name: _____

Phone Number: _____

Address: _____

Cemetery Plot

Name of Cemetery: _____

Address: _____

! Location of Plot Deed: _____

Persons to be notified at death

Name: _____

Phone Number: _____

Secondary Executors, Trustees or Guardians

Name: _____

Phone Number: _____

Address: _____

Name: _____

Phone Number: _____

Address: _____

In case a trustee is appointed, the trust is to terminate when the youngest child reaches age: _____

Distribution of Estate (Specific Bequests):

Does all of your estate go to your spouse?

Yes No

Name of Beneficiary:

Relationship: _____

Address: _____

Item Designated to Beneficiary: _____

Name of Beneficiary:

Relationship: _____

Address: _____

Item Designated to Beneficiary: _____

**Distribution of Estate
(Residue and Remainder)**

List below individuals and/or charitable organizations designated to receive the remainder of your estate after expenses have been paid and all specific bequests made.

Name of Beneficiary:

Relationship: _____

Address: _____

Amount or % Designated to Beneficiary: _____

Name of Beneficiary:

Relationship: _____

Address: _____

Amount or % Designated to Beneficiary: _____

Name of Beneficiary:

Relationship: _____

Address: _____

Amount or % Designated to Beneficiary: _____

Note: Please mark with an asterisk () any beneficiary which is a charity.*

Contingency Provision for Distribution of Estate

List below how assets will be distributed in the event above-named individuals are not living or organizations are not in existence at the time your will is probated.

Name of Beneficiary:

Relationship: _____

Address: _____

Amount or % Designated to Beneficiary: _____

Name of Beneficiary:

Relationship: _____

Address: _____



Amount or % Designated to Beneficiary:

Name of Beneficiary:

Relationship: _____
Address: _____

Amount or % Designated to Beneficiary:

Power of Attorney

Name: _____
Phone Number: _____
Address: _____

Email Address: _____

Lawyer

Name: _____
Phone Number: _____
Address: _____

Email Address: _____

Accountant

Name: _____
Phone Number: _____
Address: _____

Email Address:

Tax Information & Returns

! Copies of current tax information and recent returns can be found:

Inventory of Assets

One of the most important functions of this workbook is to serve as a place for developing a full and complete list of all your assets. This will help you in your planning and will also help your personal representative in the administration of your estate.

When you make your asset list, be sure to indicate how each asset is held and whether it has a beneficiary already named. This is particularly helpful for real property. The five basic types of property ownership are:

1. Individual ownership
2. Tenants in common (where your share of the asset will continue as part of your estate)
3. Joint tenants with right of survivorship (where the survivor will own the entire asset)
4. Tenants by the entirety (a special form of joint tenants—for married couples only)
5. Community property (if you live in a community property state)

When you complete your asset list on the following pages, try to make your best estimate as to the value of each asset. This will help in determining whether special provisions will be required in your estate plan or will.

Property

Safe Deposit Boxes

Box #1 – Name and Address of Bank:

Box Number: _____

! Location of Key: _____

Box held jointly with: _____

Name: _____

Address: _____

Additional people who have access to the box:

Name: _____

Address: _____

Box #2 – Name and Address of Bank:

Box Number: _____

! Location of Key: _____

Box held jointly with: _____

Name: _____

Address: _____

Additional people who have access to the box:

Name: _____

Address: _____

Stored Property

Name and Address of Storage Facility: _____

Storage Unit #: _____ Access Code: _____

Other Property: _____

! Location: _____

! Location of Personal Safe: _____

Safe Combination/Key Location: _____

Credit Cards

Company: _____

Card Number: _____

Online Username: _____

Online Password: _____

Company: _____

Card Number: _____

Online Username: _____

Online Password: _____

Company: _____

Card Number: _____

Online Username: _____

Online Password: _____

Company: _____

Card Number: _____

Online Username: _____

Online Password: _____

Company: _____

Card Number: _____

Online Username: _____

Online Password: _____



Company: _____

Card Number: _____

Online Username: _____

Online Password: _____

Company: _____

Card Number: _____

Online Username: _____

Online Password: _____

Address: _____

Account Number: _____

Online Username: _____

Online Password: _____

Name(s) on Account: _____

Balance: _____

Bank Name:

Address: _____

Account Number: _____

Online Username: _____

Online Password: _____

Name(s) on Account: _____

Balance: _____

Bank Name:

Address: _____

Account Number: _____

Online Username: _____

Online Password: _____

Name(s) on Account: _____

Balance: _____

Amount: \$ _____

Account: _____

Purpose: _____

Checking Account(s)**Bank Name:**

Savings Account(s)

Bank Name:

Address: _____

Account Number: _____

Online Username: _____

Online Password: _____

Name(s) on Account: _____

Balance: _____

Bank Name:

Address: _____

Account Number: _____

Online Username: _____

Online Password: _____

Name(s) on Account: _____

Balance: _____

Certificates of Deposit(s)

Bank Name:

Address: _____

Account Number: _____

Online Username: _____

Online Password: _____

Name(s) on CD: _____

Amount: _____

Type: _____

Maturity Date: _____

Bank Name:

Address: _____

Account Number: _____

Online Username: _____

Online Password: _____

Name(s) on CD: _____

Amount: _____

Type: _____

Maturity Date: _____

Bank Name:

Address: _____

Account Number: _____

Online Username: _____

Online Password: _____

Name(s) on CD: _____



Amount: _____

Type: _____

Maturity Date: _____

Bank Name:Address: _____

_____Account Number: _____

_____Online Username: _____

_____Online Password: _____

_____Name(s) on CD:

_____Amount: _____

_____Type: _____

_____Maturity Date: _____

_____**Bank Name:**Address: _____

_____Account Number: _____

_____Online Username: _____

_____Online Password: _____

_____Name(s) on CD:

_____Amount: _____

_____Type: _____

_____Maturity Date: _____

_____**Investment Accounts**

Note: Add IRA accounts on page 23.

Bank Name:Address: _____

_____Account Number: _____

_____Online Username: _____

_____Online Password: _____

_____Name(s) on Account:

_____Amount: _____

_____Individual Securities: _____

_____**Bank Name:**Address: _____

_____Account Number: _____

_____Online Username: _____

_____Online Password: _____

_____Name(s) on Account:

_____Amount: _____

_____Individual Securities: _____

Bank Name:

Address: _____

Account Number: _____

Online Username: _____

Online Password: _____

Name(s) on Account: _____

Amount: _____

Individual Securities: _____

Individual Security Name:

Type (stock, bond, mutual fund): _____

Owner: _____

Number of Shares: _____

Original Cost: \$ _____

Current Value: \$ _____

Individual Security Name:

Type (stock, bond, mutual fund): _____

Owner: _____

Number of Shares: _____

Original Cost: \$ _____

Current Value: \$ _____

Individual Security Name:

Type (stock, bond, mutual fund): _____

Owner: _____

Number of Shares: _____

Original Cost: \$ _____

Current Value: \$ _____

Individual Security Name:

Type (stock, bond, mutual fund): _____

Owner: _____

Number of Shares: _____

Original Cost: \$ _____

Current Value: \$ _____

College Savings Plan:

Type: _____

Provider: _____

Account Number: _____

Website: _____

Online Username: _____

Online Password: _____

Sub Account 1: _____

Sub Account 2: _____

Sub Account 3: _____

Sub Account 4: _____

Notes: _____



Retirement Plans/Employee Benefits

Individual Retirement Account (IRA)

Account Number: _____

Owner: _____

Beneficiary: _____

Value: \$ _____

Institution Where Held: _____

Online Username: _____

Online Password: _____

Individual Retirement Account (IRA)

Account Number: _____

Owner: _____

Beneficiary: _____

Value: \$ _____

Institution Where Held: _____

Online Username: _____

Online Password: _____

Roth IRA

Account Number: _____

Owner: _____

Beneficiary: _____

Value: \$ _____

Institution Where Held: _____

Online Username: _____

Online Password: _____

401(k), 403(b) Plans

Account Number: _____

Owner: _____

Beneficiary: _____

Value: \$ _____

Institution Where Held: _____

Online Username: _____

Online Password: _____

Tax Deferred Annuity

Account Number: _____

Owner: _____

Beneficiary: _____

Value: \$ _____

Institution Where Held: _____

Online Username: _____

Online Password: _____

Qualified Pension, Keogh or Profit Sharing Plan

Account Number: _____

Owner: _____

Beneficiary: _____

Value: \$ _____

Institution Where Held: _____

Online Username: _____

Online Password: _____

Split Dollar, Stock Option or Thrift Plans

Account Number: _____

Owner: _____

Beneficiary: _____

Value: \$ _____

Institution Where Held: _____

Online Username: _____

Online Password: _____

Deferred Compensation Agreement

Account Number: _____

Owner: _____

Beneficiary: _____

Value: \$ _____

Institution Where Held: _____

Online Username: _____

Online Password: _____

Surgical

Policy Number: _____
 Online Username: _____
 Online Password: _____
 Carrier: _____

Major Medical

Policy Number: _____
 Online Username: _____
 Online Password: _____
 Carrier: _____

Medicare Supplement

Policy Number: _____
 Online Username: _____
 Online Password: _____
 Carrier: _____

Accident & Health

Policy Number: _____
 Online Username: _____
 Online Password: _____
 Carrier: _____

Homeowners Insurance**Primary Residence**

Property Address: _____

Company: _____
 Policy Number: _____
 Online Username: _____
 Online Password: _____
 ! Location of Policy: _____

Secondary Residence

Property Address: _____

Company: _____
 Policy Number: _____
 Online Username: _____
 Online Password: _____
 ! Location of Policy: _____

Other

Property Address: _____

Company: _____
 Policy Number: _____
 Online Username: _____
 Online Password: _____
 ! Location of Policy: _____

Automobile Insurance**Vehicle #1 (vehicle make and model):**

Company: _____
 Policy Number: _____
 Online Username: _____
 Online Password: _____
 ! Location of Policy: _____

Vehicle #2 (vehicle make and model):

Company: _____
 Policy Number: _____
 Online Username: _____
 Online Password: _____
 ! Location of Policy: _____

Other Policies (Boat, Trailer, Theft, Liability, Long-term Care, etc.)

Type: _____

Company: _____

Policy Number: _____

Online Username: _____

Online Password: _____

! Location of Policy: _____

Type: _____

Company: _____

Policy Number: _____

Online Username: _____

Online Password: _____

! Location of Policy: _____

Policy Owned on Another Person

Name: _____

Company: _____

Policy Number: _____

Online Username: _____

Online Password: _____

! Location of Records: _____

Loan Against an Insurance Policy

Company: _____

Amount: \$ _____

! Location of Records: _____

Business Interest

Name of Business: _____

Business Activity: _____

(Note: If farm, include value of machinery, livestock and grain in storage. List value of land under real estate.)

Have minority interest or lack of marketability discounts been considered in value?

Yes No

Net Profit (before owner's earnings & taxes):

\$ _____

Projected Future Change:

\$ _____

Business Life Insurance Beneficiary:

Are any family members involved in business? Yes No

If yes, list names.

Form of Business:

- Sole Proprietorship Partnership
- C Corporation S Corporation
- Professional Corporation
- Personal Holding Company

Buy/Sell Agreement: Yes No

Describe (or attach copy):

Owner/Key Employee

Name: _____
 Age: _____ % Owned or # Shares: _____
 Annual Income: \$ _____
 Include in Buy/Sell? Yes No

Owner/Key Employee

Name: _____
 Age: _____ % Owned or # Shares: _____
 Annual Income: \$ _____
 Include in Buy/Sell? Yes No

Owner/Key Employee

Name: _____
 Age: _____ % Owned or # Shares: _____
 Annual Income: \$ _____
 Include in Buy/Sell? Yes No

Owner/Key Employee

Name: _____
 Age: _____ % Owned or # Shares: _____
 Annual Income: \$ _____
 Include in Buy/Sell? Yes No

Business is to be:

- Continued by Heirs
- Liquidated
- Sold to Surviving Owners
- Sold to Key Employees
- Other: _____

Please describe any unique qualities of your business that you feel are pertinent to your estate design:

Annuities**Annuity 1 Issued by:**

Address: _____

 Amount: \$ _____

! Location of Papers: _____

Annuity 2 Issued by:

Address: _____

 Amount: \$ _____

! Location of Papers: _____

Real Estate

Type: _____

Address: _____

Owner(s): _____

Type of Ownership: _____

Purchase Date: _____

Cost Basis: \$ _____

Mortgage Balance: \$ _____

Market Value: \$ _____

Type: _____

Address: _____

Owner(s): _____

Type of Ownership: _____

Purchase Date: _____

Cost Basis: \$ _____

Mortgage Balance: \$ _____

Market Value: \$ _____

Type: _____

Address: _____

Owner(s): _____

Type of Ownership: _____

Purchase Date: _____

Cost Basis: \$ _____

Mortgage Balance: \$ _____

Market Value: \$ _____

Type: _____

Address: _____

Owner(s): _____

Type of Ownership: _____

Purchase Date: _____

Cost Basis: \$ _____

Mortgage Balance: \$ _____

Market Value: \$ _____

Type: _____

Address: _____

Owner(s): _____

Type of Ownership: _____

Purchase Date: _____

Cost Basis: \$ _____

Mortgage Balance: \$ _____

Market Value: \$ _____

Personal Property

List automobiles, boats, jewelry, firearms, household items, art, antiques, collections, or other items of value and their location.

Item: _____

! Location: _____

Estimated Value: \$ _____

Item: _____

! Location: _____

Estimated Value: \$ _____

Item: _____

! Location: _____

Estimated Value: \$ _____

Item: _____

! Location: _____

Estimated Value: \$ _____

Item: _____

! Location: _____

Estimated Value: \$ _____

Item: _____

! Location: _____

Estimated Value: \$ _____

Item: _____

! Location: _____

Estimated Value: \$ _____



Item: _____

! Location: _____

Estimated Value: \$ _____

Item: _____

! Location: _____

Estimated Value: \$ _____

Item: _____

! Location: _____

Estimated Value: \$ _____

Debts

The following individuals owe me:

Liabilities

Current Bills

Owed on What Property?

Amount: \$ _____

Owed on What Property?

Amount: \$ _____

Bank Loans

Owed on What Property?

Amount: \$ _____

Notes Payable

Owed on What Property?

Amount: \$ _____

What's Next?

Once you have gathered your personal and family information, it is time to take the next step and actively turn that information into a sound estate plan.

Assess the documents you already have in place.

Do you have:

| | | |
|----------------------------------|------------------------------|-----------------------------|
| 1. a will | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. a trust | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. a living trust | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. a durable power of attorney | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. a health care proxy | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. a living will | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. a prenuptial agreement | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. any community property | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. any previous reportable gifts | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. a separation agreement | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Decide whether your current estate plan, if you have one, is satisfactory.

How would you like your estate distributed?
(Be sure to designate any family heirlooms, jewelry, etc. Often the strongest disagreement among heirs arises from these items.)

Current Desires for Distribution of Property

If married, at death of first spouse:

- All to surviving spouse
- Benefit surviving spouse and children
- Other desires (relatives, loved ones, charities, etc.) _____

If single, or at death of surviving spouse:

Gifts of specific items, heirlooms, etc.

Recipient: _____
Property: _____

Gifts of fixed amounts of money

Recipient: _____
Amount: \$ _____

Gifts to Charities

Recipient: _____
Amount: \$ _____

Recipient: _____
Amount: \$ _____

Recipient: _____
Amount: \$ _____

Gifts of percentages of whole estate or of remainder of estate

Recipient: _____

Property: _____ %

Care of pets: \$ _____
to _____
for _____
for their life/lives.

Blog Account

Website: _____

Username: _____

Password: _____

Notes: _____

Notes: _____

Photo Sharing Site

Website: _____

Username: _____

Password: _____

Notes: _____

Online Subscription

Website: _____

Username: _____

Password: _____

Notes: _____

Social Networking Site (i.e., Facebook, Instagram)

Website: _____

Username: _____

Password: _____

Notes: _____

Software Applications (Turbo Tax, Quicken, etc.)

Program: _____

Username: _____

Password: _____

Notes: _____

Social Networking Site (i.e., Facebook, Instagram)

Website: _____

Username: _____

Password: _____

Notes: _____

Home Alarm System

Provider: _____

Password: _____

Code Word: _____

Notes: _____

Social Networking Site (i.e., Facebook, Instagram)

Website: _____

Username: _____

Password: _____

Notes: _____

Home Safe

Location: _____

Code or Key Location: _____

Notes: _____

Online Subscription

Website: _____

Username: _____

Password: _____

Mortgage

Provider: _____

Account Number: _____

Username: _____

Password: _____

Notes: _____



Online Account

Username: _____

Password: _____

Notes: _____

Notes

Online Account

Website: _____

Username: _____

Password: _____

Notes: _____

Online Account

Username: _____

Password: _____

Notes: _____

Online Account

Username: _____

Password: _____

Notes: _____

Online Account

Website:

Username:

Password: _____

Notes: _____

Important Questions to be Answered

Who should serve as your executor or personal representative?

This should be someone you trust, who is young enough to be available (theoretically) when the estate will need to be probated and who understands the basics of administration and/or working with attorneys. Often spouses will appoint each other, as available, and will appoint a backup in case the spouse is unable to serve.

Executor

Name: _____

Address: _____

Who do you want to have serve as the guardian for your children (if applicable)?

Often young couples believe that they have so little that it is not necessary to have a will. However, one of the most important reasons for them to complete their estate plans is to appoint a guardian for their children. At a time when their lives would be in a terrible uproar, an appointed guardian can help bring a level of stability to the children.

The guardians should be willing to accept the responsibility of additional children. They should have a lifestyle that is compatible with yours and be young enough to appropriately care for the children.

Guardian

Name: _____

Address: _____

Backup Guardian

Name: _____

Address: _____



Who do you want to have as your Trustee for any trusts that you create in your will or estate plan?

The Trustee will continue to care for any assets that you have left in trust for children or others. The Trustee should have knowledge about investing and administering assets and should be young enough to be available for the length of the trusts. In addition, the Trustee will work with the guardians to handle the assets for the children. The person to be appointed should feel comfortable with that role.

Trustee

Name: _____

Address: _____

Backup Trustee

Name: _____

Address: _____

Who should be given power of attorney?

This should be someone you trust who has the expertise and concern to handle your affairs if you are incapacitated.

Person to be appointed: _____

Address: _____

Does your current will or estate plan include these specifics?

If not, and/or if you do not have all of the documents to most effectively address your estate, you should contact your attorney or your planning professional to convert your wishes into legal documents. This completed workbook will provide the information necessary to complete your new or revised plan.

Charitable Giving Through Your Will or Other Gift Plan

Making a gift through your will or other gift plan to the Red Cross isn't just for the wealthy or for those trying to minimize estate taxes. It's a wonderful way to leave a legacy and continue a lifetime of support for an organization and cause that has been important to your life and you hold near to your heart. And because of your generosity, and the generosity of thousands like you, your gift of any amount will have a magnified effect on our ability to respond in times of disaster and to provide other important services to the communities we serve.

There are many different types of gift plans. The most popular are described here, as well as sample language you may use to include the Red Cross in, or add us to, your will.

Most donors leave their gifts to the Red Cross without restriction. This allows the Red Cross to use these funds to help us fulfill our mission—locally, nationally and around the world. The Red Cross honors a donor's stated intent for the use of a gift. Donors who wish to designate the use of any gift, whether made during their life or through their estate, will have that wish honored.

Join a proud tradition of caring

All planned gift donors are made members of the Red Cross Legacy Society. In honor of their commitment to our lifesaving work, members receive a certificate of appreciation as well as a Legacy Society lapel pin.

Make a lasting impact through your will

After providing for family, friends and others in their wills, many individuals also choose to remember organizations important to them. If you believe in the mission of the American Red Cross, this is an important and lasting way for you to help ensure our lifesaving work will always continue.

See the suggested wording that follows for different types of bequests. Questions? Simply contact us at **1-800-797-8022 ext. 5** or GiftPlanning@redcross.org and a Gift Planning Officer will be happy to assist you.



American Red Cross
Legacy Society



Including the Red Cross in Your Will

| Type Of Gift Through Your Will | Language to Use (National Red Cross) | Language to Use (Local Chapter) |
|---|--|--|
| Outright Bequest: an unrestricted gift in which you give the American Red Cross a specified dollar amount or specified assets, such as securities, real estate or tangible personal property. | "I give, devise, and bequeath to the American National Red Cross, Washington, D.C., (insert dollar amount) Dollars* to be used for its general purposes." | "I give, devise, and bequeath to the American Red Cross (insert specific chapter name), (insert city and state of chapter), or its successor, (insert dollar amount) Dollars* to be used for its general purposes." |
| Residual Bequest: a gift in which you give the American Red Cross all or a percentage of the remainder of your estate after specific amounts designated for other beneficiaries are distributed and estate-related expenses are paid. | "I give, devise, and bequeath to the American National Red Cross, Washington, D.C., (insert percentage amount) percent of the residue of my estate to be used for its general purposes." | "I give, devise, and bequeath to the American Red Cross (insert specific chapter name), (insert city and state of chapter), or its successor, (insert percentage amount) percent of the residue of my estate to be used for its general purposes." |
| Contingent Bequest: a gift that provides for the American Red Cross upon the occurrence of a certain event—if, for example, your primary beneficiary does not survive you. | "In the event that (insert name) predeceases me, I give, devise, and bequeath his/her bequest or share to the American National Red Cross, Washington, D.C., to be used for its general purposes." | "In the event that (insert name) predeceases me, I give, devise, and bequeath to the American Red Cross (insert specific chapter name), (insert city and state of chapter), or its successor, to be used for its general purposes." |

*Instead of a dollar amount, you can also indicate a percentage of your total estate or specifically describe property to be given. Bequest provisions designated for a specific program or activity require additional language. Please contact us for more information if you have a specific purpose in mind for your gift.

Testamentary Gift Plans

Through your will, you can also establish any of the other gift plans explained in this booklet (see the pages that follow). For instance, your will can direct that, a charitable remainder trust or charitable gift annuity be created to provide payments for your loved ones and later to benefit the American Red Cross.

Testamentary gift plans can provide welcome tax advantages while providing generous financial benefits to your family and to the American Red Cross. Retirement plans can

also be used to fund any of these gift plans. If this interests you, please read through the next section carefully. Then, talk with a Red Cross Gift Planning Officer and your personal advisor for more detail.

Testamentary Trust

In which you establish a trust through your will. Beneficiaries receive income for life or a term of years. This option gives your direct heirs the benefit of your capital during their lifetime or the specified term. At the end of that lifetime or term, the American Red Cross receives the remainder.



“I appreciate knowing that the CGAs will provide benefits to Jonene after my lifetime, while enabling the Red Cross to continue its good work of helping others.”

Roger Hawlett



Making a Gift Outside Your Will

Remembering an organization in your will is one way to make a difference. But numerous other assets can pass directly to a beneficiary organization during your lifetime and/or outside your will.

Review the types of assets described here, and consider which and when you might wish to give to a worthwhile charity like the American Red Cross.

There are many possible benefits for supporting the Red Cross during your lifetime or through your estate plan.

- First, you may be able to claim an income tax charitable deduction for a gift during your lifetime. And you'll receive an estate tax charitable deduction with no limitations for any gifts made through your estate plan.
- Second, you will also avoid capital gains tax on the accrued value of certain assets, because the appreciated value can pass directly to the Red Cross.
- Third, assets that are subject to income tax when received by the named individuals (e.g., IRA funds) can be distributed to the Red Cross who would owe no income tax.
- Finally, the value of lifetime gifts need not be included in the total value of your estate, which may reduce the tax liability of your beneficiaries.

If you have questions or would like assistance directing an asset to the Red Cross, simply contact us and a Gift Planning Officer will be happy to assist you. Call **1-800-797-8022 ext. 5** or email GiftPlanning@redcross.org.

Gifts of Cash

An important and simple way to help a favorite cause

Lifetime Gifts: An outright gift of cash qualifies for a full charitable deduction for most donors who itemize on their federal income tax returns. Donors who make a gift in this way recognize the importance of their annual support and enjoy seeing the immediate results of their generosity.

For income tax purposes, the tax law allows you to deduct an amount of up to a certain percent of your annual adjusted gross income for cash gifts. Any deduction in excess of that amount can be carried over for up to five years, until it is used up. For maximum tax benefit, carefully consider the amount and timing of your gift.

Estate Gifts: You are able to designate bank accounts, certificates of deposit, and investment accounts to be distributed to the beneficiaries you name upon your passing. This is a way—legally—to avoid probate and allows for their distribution to occur in days, not months, to those you designate. They are usually referred to as Payable on Death (POD) or Transfer on Death (TOD) designations.

If you have named an heir and/or a charity as a POD beneficiary, it's important to let them know. The heir or charity will have to notify the financial institution of your passing and provide a death certificate in order to receive the funds.

Appreciated Securities

Save taxes twice

Lifetime Gifts: Making a gift of appreciated securities is a popular alternative to a cash gift because it saves taxes twice. As long as you've held the securities for more than one year, you will receive an income tax deduction for its full fair market value. You'll also avoid capital gains tax on the appreciation.

You may claim charitable deduction of up to a certain percent of your annual adjusted gross income for a gift of securities held for more than one year. As with gifts of cash, any deduction you cannot use in the year of your gift may be carried over and used for up to five additional years.

Estate Gifts: What's more, if appreciated securities are used to make a bequest to the American Red Cross, or to fund a charitable trust, gift annuity or other gift plan arrangement, you may realize substantial estate and gift tax savings as well.

Retirement Plan Assets

Make tax-wise gifts

A gift with funds in your retirement plan may be the most advantageous gift you can make.

Unlike other assets, retirement funds are subject to income tax when received by the beneficiaries, in addition to possible estate taxes.

Charitable organizations, like the American Red Cross, are tax-exempt and are therefore not liable for these unpaid income taxes. Consult your financial advisor for additional information on taxes.

Lifetime gifts: Make annual gifts from an IRA

If you are 70½ or older, a smart option to make annual gifts is to make a Qualified Charitable Distribution (QCD) from your Individual Retirement Account (IRA) directly to a qualified charitable organization, such as the American Red Cross. QCD gifts from an IRA can total up to \$100,000 per year, and

“Making my gift of life insurance was easy; I simply completed the beneficiary form and signed it.”



funds transferred to a qualified charity are not included in your gross income. QCD gifts can satisfy your Required Minimum Distribution, if you are subject to make annual withdrawals.

Each financial institution has its own process for QCDs and it can be challenging to access the right information. The Red Cross can help you with this process and offer guidance on how to complete the gift to ensure you receive the tax benefits you deserve. Learn more at redcross.org/QCD.

Estate Gifts: In addition to providing for you and your loved ones, retirement investments offer many convenient and cost-effective charitable giving opportunities. Retirement plan benefits include assets held in individual retirement accounts (IRAs), 401(k) plans, profit-sharing plans, Keogh plans, and 403(b) plans.

As noted above, the Red Cross is not required to pay income taxes on any retirement plan assets it receives as gifts. For this reason, using retirement plan assets to support the charities you care about, and giving other assets not subject to income tax (i.e., appreciated stocks, life insurance proceeds, etc.) to your heirs is usually the best way to make gifts to both.

Real Estate

An extraordinary gift

Lifetime outright gifts: The Red Cross accepts all types of real estate, including primary and vacation homes, commercial, undeveloped and rental property. If you own

a home or other property that you no longer wish to manage, live in, or own, a gift of this property can be an effective way to support the Red Cross. In most cases you will receive a charitable income tax deduction for the full value of the property, and you will not be liable for capital gain tax on the property's transfer to the Red Cross.

Lifetime gifts that provide income: Charitable gifts of real estate can utilize gift vehicles that produce a lifetime income to you and/or your spouse and other loved ones. Many options are available. You can choose to receive a fixed income, variable income or income that is tied to the funds received from the sale of the property used to fund the gift. With these gifts too, you will usually receive a charitable income tax deduction and likely eliminate or reduce any capital gain tax that would have been due.

(More information on assets that can provide income when given to the Red Cross are located on [page 43](#).)

Estate Gifts: All real estate gifts described above can be also be made through your estate plan. These types of gifts often require more planning than other types of charitable gifts, but have resulted in substantial benefits to both the donors and the Red Cross.

If you are interested in learning more about gifts of real estate, please call a Gift Planning Officer at **1-800-797-8022 ext. 5** or email GiftPlanning@redcross.org.

Insurance Policies

Sole or partial beneficiary

Lifetime Gifts: Life insurance affords numerous charitable giving options. The American Red Cross can be named the sole beneficiary of a life insurance policy. We can also be named as a partial beneficiary, allowing you to share your policy amount between multiple beneficiaries.

Many individuals own life insurance policies purchased long ago that are no longer needed to provide necessary protection for loved ones. A policy that is paid up can earn the donor an income tax deduction when the ownership is transferred to the Red Cross. If a policy is still in effect, the Red Cross can be named both owner and beneficiary. If the Red Cross decides to keep the policy in effect, the donor will receive additional deductions for any premium payments made. A Red Cross Gift Planning Officer can explain your options in greater detail.

Estate gifts: Generally, it is not tax-wise to give life insurance policies as gifts to charities. This is because the proceeds are usually not subject to income tax by those receiving them. If you are leaving assets to individuals, as well as charities, it makes sense to first look at non-life insurance assets to give to charities.

Naming the American Red Cross as your beneficiary is simple

Beneficiary-designated property (e.g., retirement plans and insurance) does not pass through your will or trust. Therefore,

naming the American Red Cross as beneficiary of a retirement plan or an insurance policy requires that you change your beneficiary designation form with your plan sponsor or insurance company.

Simply contact your plan administrator and request a beneficiary change form. To streamline the process, we have included the following suggested wording for your beneficiary forms.

Suggested Wording for Beneficiary Form

Name:

American National Red Cross,
Washington, D.C.

or

American Red Cross (insert specific chapter name), (insert city and state of chapter), or its successor

Address:

American National Red Cross
431 18th St, NW Washington, DC 20006

Federal tax identification number:

53-0196605 (use in place of Social Security number)

Relationship:

Non-profit organization

If you wish for your gift to benefit your local area, please make certain it is clearly stated. Questions? Just contact us and a Gift Planning Officer will be happy to assist you. Call **1-800-797-8022 ext. 5** or email GiftPlanning@redcross.org.



Gifts That Benefit You and Keep the Red Cross Strong

Many people wish to take care of loved ones and help the Red Cross. Several types of charitable gifts allow you to do both, while providing dependable payments for life.

The following types of gifts offer the freedom to support the Red Cross. Many also offer an attractive lifetime revenue stream and tax benefits. Take a few moments to learn about each type of gift and select the one that best suits your financial circumstances.



“Funding an annuity is my way of giving back to an organization that has helped me in so many ways. Plus 5.9% is not a rate I can get on the street!”

Mike Thrifile

Charitable Gift Annuity

Receive fixed lifetime payments and tax-savings while supporting the future of the Red Cross.

- Immediate income tax deduction
- Dependable, fixed payments for life
- Competitive interest rate based on your age
- Potential savings in capital gains and estate tax
- One- and two-life options available

What It Is

A charitable gift annuity is among the easiest and most popular methods of making a planned charitable gift. It's a contract that provides fixed payments for life, made to one or two beneficiaries. The payout rate is based upon the age of the beneficiaries.

How It Works

A charitable gift annuity benefits both you and the Red Cross. You'll receive an immediate tax deduction plus regular annual payments for as long as you live. Another attractive feature is that a substantial portion of the annual payments is considered a return of principal, so this portion of the payments is tax-free.

Later, the principal will help support our mission long-term, ensuring our disaster relief, services and educational programs will continue far into the future.

Deferred or Flexible Charitable Gift Annuity

Future planning for everyone's benefit

- Immediate income tax deduction for a portion of your gift
- Scheduled fixed payments when you need them
- The longer you defer payments, the higher the effective rate you receive
- Benefits you now and the Red Cross later

A deferred payment charitable gift annuity (CGA) provides payments that are delayed until a later date that you choose. A flexible payment CGA allows you to choose a range of dates from which you can decide to start payments when those dates arrive. The date (for deferred CGAs) and date range (for flexible CGAs) is typically set to meet the beneficiary's need for additional funds during retirement or another event.

Charitable Remainder Trust

A bucket of flexible income

- You and/or your designated beneficiaries receive income for life or a term of years
- Immediate income tax deduction for a portion of your contribution to the trust
- No capital gains tax on appreciated assets you donate
- You can make additional gifts as your circumstances allow
- Benefits you now and the Red Cross later

Charitable Remainder Unitrust

This is a separately managed trust that provides for a fixed percentage of the trust's value, determined annually, to be paid to the named beneficiaries (you, your spouse and/or others). Thus, the arrangement is responsive to market fluctuations, and your payments can provide a hedge against inflation.

Many donors choose a charitable remainder unitrust for gifts of real estate. The trust can be for one lifetime, multiple lifetimes, or a term of up to 20 years.



“I became a Legacy Society member because I realized the need, and I was in a position to help. I am inspired by the like-minded people I have had the good fortune of meeting at the Red Cross.”

A handwritten signature in black ink, appearing to read "Jeffrey M. Bunn".

Charitable Remainder Annuity Trust

This trust is separately managed to provide payments that do not fluctuate with the market. You receive a fixed percentage of the initial value of the assets placed in the trust. The arrangement is ideal for donors who do not want their annual charitable trust payments tied to market performance.

The charitable remainder annuity trust can be for one lifetime, multiple lifetimes, or for a specified term of up to 20 years.

Retained Life Estates

Remain in your home as long as you choose

Gifts of a retained life estate allow donors to deed their home, vacation home or farm to the Red Cross while retaining the right to live in or use the property for life (or for a term of years). The donor receives an immediate income tax deduction based on the full fair market value of the property reduced by the donor's benefit of being able to continue to use the property (calculated under IRS rules). These gifts often result in a charitable deduction for a large percentage of the fair market value of the property. The income tax savings generated by the income tax deduction can be used to pay for the property's maintenance, taxes and insurance, which remain the donor's responsibility.

This type of gift is most often chosen by donors with homes or vacation homes whose children are not interested in inheriting the property.



“The Red Cross has always been very important to us. When it became possible for us to make a significant contribution to a charitable organization, there was really no question, it would be the American Red Cross.”

Marie M. Livingston

Living Trusts

Shift assets from your estate, and avoid probate, but retain control

A properly drafted living trust can be a very effective lifetime management tool. The trust is established during one's lifetime and is usually funded during the grantor's lifetime, which means that the assets are transferred to the trust during life. The trust is revocable, which means that the grantor may revoke or amend all or part of the trust.

The real value of a living trust is that any asset that passes under the terms of the trust (rather than through the will) avoids probate.

What's more, real estate or tangible personal property located in a state other than the state where the grantor lives, and where the grantor will be subject to probate, may be held in the

trust. This will help avoid the extra burden of a separate probate proceeding in another state.

As with a will, your gift can be of any size and virtually any asset. You can specify the preferred use of your gift—for use by a specific program, your local chapter or the American National Red Cross. The provision for the Red Cross can easily be added to your trust agreement, and it may be a specific, contingent, residual or remainder gift.

To ensure that your wishes will be fulfilled, please contact the American Red Cross for specific suggestions regarding the wording of your gift.

Questions? Simply contact us and a Gift Planning Officer will be happy to assist you. Call **1-800-797-8022 ext. 5** or email GiftPlanning@redcross.org.

“I’m proud of the Red Cross, of how it brings the generosity of Americans right to where it’s needed most... I can’t think of a better way to make a real impact.”

Katharine Fui



Glossary of Terms

Actuarial

As used in gift planning, refers to the factors used to calculate the value of lifetime payments to individuals or organizations.

Adjusted Gross Income (AGI)

The sum of an individual's taxable income for the year is the total at the bottom of the first page of Form 1040. Individuals may deduct charitable cash contributions up to 50 percent of AGI; they may deduct gifts of appreciated securities and appreciated property up to 30 percent of AGI.

Advanced Directive

Written instructions expressing your wishes regarding life support and other medical interventions. Also known as a Living Will.

Annuity

A contractual arrangement to pay a fixed sum of money to an individual at regular intervals. The charitable gift annuity is a gift that secures fixed lifetime payments to the benefactor and/or another individual.

Appraisal

An assessment of the value of a piece of property. Benefactors contributing real or tangible personal property (art, books, collectibles, etc.) must secure an independent appraisal of the property to substantiate the value they claim as a charitable deduction.

Appreciated Property

Securities, real estate or any other property that has risen in value since the benefactor acquired it. Generally, appreciated property held by the donor for a year or more may be donated at full fair market value with no capital gains cost.

Basis

The benefactor's purchase price for an asset, possibly adjusted to reflect subsequent costs or depreciation.

Beneficiary

The recipient of a bequest from a will or a distribution from a trust.

Bequest

A transfer of personal property to an individual or organization under a will.

Capital Gains Tax

A federal tax on the appreciation of an asset between its purchase and sale prices.

Codicil

An amendment to a legal document such as a will.

Estate Tax

A federal tax on the value of the property held by an individual at his or her death (paid by the individual's estate, not the heirs or recipients of bequests). In contrast, state inheritance tax is applied to the value of bequests passing to beneficiaries; it is also paid by the estate before the distributions are made.

Executor

The person named in a will to administer the estate (known in some states as the Personal Representative).

Grantor

The individual transferring property into a trust.

Income Interest

In a trust, the right to receive payments from the trust for lifetime or a term of years.

Living Will

Written instructions expressing your wishes regarding life support and other medical interventions. Also known as an Advanced Directive.

Personal Property

Securities, artwork, business interests and items of tangible property as opposed to real property (the term real property is used in gift planning to refer to land and the structures built on it).

Personal Representative

See *Executor*, above.

Qualified Charitable Distribution (QCD)

Generally, a qualified charitable distribution is an otherwise taxable distribution from an IRA (other than an ongoing SEP or SIMPLE IRA) owned by an individual who is age 70½ or over that is paid directly from the IRA to a qualified charity.

Remainder Interest

In a trust, the portion of the principal left after the income interest has been paid to the beneficiary(ies). A charitable remainder trust pays income to the benefactor or other individuals and then passes its remainder to charity.

Required Minimum Distribution (RMD)

The minimum amount you must withdraw from your IRA, SIMPLE IRA, SEP IRA, or retirement plan account when you reach age 72 (or 70½ if you turned age 70½ prior to January 1, 2020).

Trust

A transfer of property by the Grantor to the care of an individual or organization, for the benefit of the Grantor or others.

Trustee

An individual or organization carrying out the wishes of the person who established the trust (the Grantor), paying income to the beneficiaries and preserving the principal for ultimate distribution.

1099-R

The IRS forms that we send our life-income gift participants detailing how payments they received from their gifts during the year will be taxed.

The American National Red Cross is not engaged in rendering legal or tax advisory services. For advice or assistance in specific cases, the services of an attorney or other professional advisor should be obtained. The purpose of this publication is to provide accurate and authoritative information of a general character only. Watch for tax revisions. State laws govern wills, trusts and most charitable gifts made in a contractual agreement. Advice from legal counsel should be sought when considering these types of gifts. Calculations of tax deductions will vary based on applicable federal discount rates, which change on a monthly basis. Check for current deduction amounts before completing your gift.



Was this Guide helpful? Please let us know.

We want your feedback. Please complete this form, print and mail it back to our office. Thank you in advance for your time. You may also complete the [Legacy Society Member Profile online](#).

Please check all that apply.

- I have a will.
- I'm in the process of writing my will.
- I have questions. Please contact me about ways to include the Red Cross in my estate plans.
- I have included the Red Cross in my estate plans. (If so, complete the Profile below)

Prefix: _____ First Name: _____ MI: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-Mail: _____

Legacy Society Member Profile

Please complete your member profile to be included into Legacy Society.

Please check one:

- I am honored to be included in the Legacy Society. You may include my (and, if applicable, my spouse's) name in Legacy Society listings. (Neither amount nor designation, if provided below, will be included on the listing.)
- I am honored to be included in the Legacy Society, however I prefer to remain anonymous. Please do not include my/our name(s) in Legacy Society listings.

Please list me/us as follows: _____

Please include spouse or other person that is part of this gift: _____

I have named American Red Cross as a beneficiary of my:

| | |
|--|---|
| <input type="checkbox"/> Will/trust | <input type="checkbox"/> IRA or retirement plan |
| <input type="checkbox"/> Life Insurance Policy | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Charitable trust | |

This information is optional.

My gift is: Unrestricted Designated for: _____

Estimated current value _____ as of (date) _____

Return by Mail to:

American Red Cross | Gift Planning Office | PO Box 75156 | Washington, DC 20013-0156



Mission

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.