



# WILL PLANNING GUIDE

# Welcome

Dear friends,

Link Charity Canada works in partnership with over Charities and Donors from coast to coast with Gift Planning and Estate Planning.

As you consider the following, please connect for clarification or for a specific request. Our staff Team, or Charitable partner representatives are willing and able to help.

Link Charity Canada has a number of Gift Planning solutions that work in conjunction with your legacy wishes. These solutions include:

- *'In kind'* Security Transfer
- Donor Advised Funds
- Charitable Gift Annuities
- RRSP/RIFF Charitable Beneficiaries
- Letter of Direction and Estates services...

A confidential consultation without obligation can be scheduled to discuss any or all of these options.

Best Regards,

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Executive Director

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# Introduction

The information contained herein is general in nature and should serve only as a guide. Link Charity Canada and its partner ministries are not qualified to give legal or financial advice. We urge you to seek the advice of your own legal or financial advisors.

This guide is an aid in planning your Will. It does not purport to exhaust every eventuality, but it does draw attention to most of the points you should consider.

The points are designed to enable you to consider the general nature of the Will you wish to make before consulting your lawyer. When you do consult with your lawyer, he or she will find it easier to advise you because you have directed your mind to possible methods of dealing with your estate.

**Note:** The author and the published of these forms make no representations or warranties regarding the outcome or the use of these forms and do not assume any liability for any claims, losses, or damages arising out of the use of these forms. The user of these forms should not rely on the author or publisher of these forms for any professional advice.

Please be aware that there are statutory and common laws rules that govern the making and validity of Wills, some of which may be unique to the province in which you reside. These may include laws that require certain people to be included among your beneficiaries. Accordingly, due to the uniqueness of individual circumstances, it may be advisable to seek professional advice when drafting your Will.

## Using This Will Planning Guide

Completing this Will Planning Guide does not complete your task but it is an important step towards doing so. Please work through it carefully and prayerfully, filling in all the blanks that apply to you. After you are satisfied, choose a lawyer in whom you have confidence and provide him or her with this information so that he or she can draw up your Will in proper legal form.



# Will Planning Information

Date: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Permanent Address:

Date of Birth: Social Insurance Number:

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Martial Status:  Single  Married  Widowed  Divorced  Separated

Date of Marriage: \_\_\_\_\_ Place of Marriage: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_

**Permanent Address (if different):**

Date of Birth: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

## Relatives to Inherit Under the Will:

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Relationship: \_\_\_\_\_

# Current Estate Value

## Assets:

### Cash:

Bank Accounts

Self	Spouse	Joint
\$ _____	\$ _____	\$ _____

### Investments (Fair Market Value):

Term Deposits (GIC, CSB, T-Bills)

Marketable Securities

Registered Accounts (RRSP, RRIF, TFSA)

Other (Mutual Funds etc)

\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____

### Real Estate (Current Resale Value):

Residential

Other (Cottage, rental etc)

\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____

### Personal Property (Present Value):

Automobiles

Mobile Homes, Boats, Campers etc.

Furniture, Jewellery and Household Items

Coin/Stamp/Art Collection etc.

\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____

### Life Insurance (Death Benefit Amount):

Term Insurance

Whole Life Insurance

\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____

### Business Interests:

Partnerships

\$ _____	\$ _____	\$ _____
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### TOTAL ASSETS:

\$ _____	\$ _____	\$ _____
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## Liabilities:

### Accounts Payable:

Bank Loans

Installment Contracts (Auto/Furniture)

Charge Accounts and Credit Cards

Loan on Life Insurance Policies

Amounts Owed to Friends, Relatives

Other

\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____

### Mortgages:

Residential

Other

\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____

### TOTAL LIABILITIES:

\$ _____	\$ _____	\$ _____
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### Total Assets Less Total Liabilities

\$ _____	\$ _____	\$ _____
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# Distribution of Estate

## 1. If you are survived by your spouse...

Do you plan to leave the remainder of your estate to him/her?

Yes  No **If No, please specify:**

1. Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ % to spouse.

2. Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

To: \_\_\_\_\_ Full Legal Name

Address: \_\_\_\_\_ Full Address

3. Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

To: \_\_\_\_\_ Full Legal Name

Address: \_\_\_\_\_ Full Address

## 2. If you are survived by one or more of your children...

Do you wish to make any specific gifts of cash, personal property or real estate to any person or ministry before you provide to your children?

Yes  No **If yes, please specify:**

1. Item Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

To: \_\_\_\_\_ Full Legal Name

Address: \_\_\_\_\_ Full Address

2. Item Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

To: \_\_\_\_\_ Full Legal Name

Address: \_\_\_\_\_ Full Address

3. Item Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

To: \_\_\_\_\_ Full Legal Name

Address: \_\_\_\_\_ Full Address

After the above specific bequest(s) if any, do you plan to leave the remainder of your estate to the children?

Yes  No **If yes, please check either A or B below:**

A. Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ % to children (in total) divided equally among them.

B. Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ % to children (in total) as follows.

1. \$ \_\_\_\_\_ or \_\_\_\_\_ % to \_\_\_\_\_

2. \$ \_\_\_\_\_ or \_\_\_\_\_ % to \_\_\_\_\_

3. \$ \_\_\_\_\_ or \_\_\_\_\_ % to \_\_\_\_\_

4. \$ \_\_\_\_\_ or \_\_\_\_\_ % to \_\_\_\_\_

**3. If you are single, or if you have been married and neither your spouse nor children survive, or if the preceding selections do not total 100% of your estate...**

To whom do you wish to leave your estate?

1. Item: \_\_\_\_\_  
Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %  
To: \_\_\_\_\_  
Full Legal Name  
Address: \_\_\_\_\_  
Full Address

2. Item: \_\_\_\_\_  
Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %  
To: \_\_\_\_\_  
Full Legal Name  
Address: \_\_\_\_\_  
Full Address

3. Item: \_\_\_\_\_  
Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %  
To: \_\_\_\_\_  
Full Legal Name  
Address: \_\_\_\_\_  
Full Address

4. Item: \_\_\_\_\_  
Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %  
To: \_\_\_\_\_  
Full Legal Name  
Address: \_\_\_\_\_  
Full Address

**4. Special Legacies**

You do not need, in your Will, to give a description of or to list all your property because your property changes from day to day. However, if you want to give a specific piece of property (real or personal) or a specific amount of money to some particular relative, friend or organization then the property, person or organization should be named.

Name	Address	Indicate Specific Property or Money Amount



After your just debts, funeral, testamentary expenses, death duties and the above specific bequests have been made there remains your "residuary estate" which consists of whatever you have left. This is usually disposed of by percentages. First list full names (or organizations) then apply percentages shares for each one. The total should add to 100%.

1. Name: \_\_\_\_\_ Percentage \_\_\_\_\_ %  
Full Legal Name

Address: \_\_\_\_\_  
Full Address

2. Name: \_\_\_\_\_ Percentage \_\_\_\_\_ %  
Full Legal Name

Address: \_\_\_\_\_  
Full Address

3. Name: \_\_\_\_\_ Percentage \_\_\_\_\_ %  
Full Legal Name

Address: \_\_\_\_\_  
Full Address

4. Name: \_\_\_\_\_ Percentage \_\_\_\_\_ %  
Full Legal Name

Address: \_\_\_\_\_  
Full Address

In case of a total family disaster, it is common to consider the needs of parents, brothers and sisters on both sides, and charitable organizations. Financial need is usually a major consideration.

Name	Address	Percentage %

**Special Note:**

If you have indicated a desire to leave some or all of your estate to more than one charity then you would be best served to list Link Charity Canada as your sole charitable beneficiary and then direct us through a Letter of Direction as to where the funds are to be sent. This saves your Executor a great deal of time and provides for a more private dispersion of funds to your charities. Please contact Link Charity Canada if you want further clarification.

# Administration of Estate

A benefit of making a Will: you can specify a person, or organization as estate "executor" with responsibility to administer (or settle) your estate. If desired, a second person can be appointed as joint or co-executor. You could name Link Charity as executor, co-executor or advisor. It is ideal to name an alternative executor should your first choice be unable or unwilling .

Whom do you wish to serve as Executor/Executrix of your estate?

Name: \_\_\_\_\_  
Full Legal Name  
Address: \_\_\_\_\_  
Full Address  
Relationship: \_\_\_\_\_

Joint Executor/Executrix (if desired)

Name: \_\_\_\_\_  
Full Legal Name  
Address: \_\_\_\_\_  
Full Address  
Relationship: \_\_\_\_\_

Alternate Executor/Executrix

Name: \_\_\_\_\_  
Full Legal Name  
Address: \_\_\_\_\_  
Full Address  
Relationship: \_\_\_\_\_

## Care of Minor Children

If you have children under 18 years of age, you should nominate a guardian or guardians (usually a married couple) in your Will. Their responsibility will be to provide for the education, well being and welfare of the children, should both you and your spouse be taken before they reach legal age. Guardians stand in the place of parents, managing the child or children during minority.

Whom do you wish to serve as Guardians of your children?

Guardian(s): \_\_\_\_\_  
Full Legal Name(s)  
Address: \_\_\_\_\_  
Full Address  
Relationship: \_\_\_\_\_

Alternate Guardian(s): \_\_\_\_\_  
Full Legal Name  
Address: \_\_\_\_\_  
Full Address  
Relationship: \_\_\_\_\_  
Relationship: \_\_\_\_\_



If you do not feel the guardian is completely capable of managing the property belonging to your children, you can appoint a separate trustee to administer their assets until they are able to handle their own funds. While the guardian is responsible for your children's day to day care, the trustee would control the finances. He/she would make payments to the guardian(s) while the children are minors and to the children directly after the age of majority in accordance with the directions set out in your will.

Do you want to name a separate Trustee for the management of your children's property?

Yes  No **If yes, please specify:**

Trustee(s): \_\_\_\_\_  
Full Legal Name(s)  
Address: \_\_\_\_\_  
Full Address  
Relationship: \_\_\_\_\_

Please specify either A or B below:

**A. Single Fund**

I/We would like my/our children's property to be held and managed in a single common fund for the benefit for all of them. The fund shall terminate and any remaining assets shall be distributed when my youngest child reaches the age of \_\_\_\_.

**B. Individual Funds**

I/We would like to have the children's property divided with individual and separate funds created for each of the children. Each fund shall terminate and any remaining assets shall be distributed to the named beneficiary at the age of \_\_\_\_.

Sometimes a Trustee is given the freedom to advance a portion of the fund principal to one or more children in advance of the trust termination date when "special" or "emergency" circumstances warrant same. Do you wish your Trustee to have the right to advance a portion of the fund principal prior to the distribution date which you have set at his/her discretion?

Yes  No **If yes, please specify:**

The Trustee(s) shall have an unlimited right to advance portions of the fund principal.

Any discretionary advances of fund principal shall be limited to \_\_\_\_\_

# Other Needed Information

Do you presently have a will?

Yes  No **If yes, please enclose a copy**

If married and your spouse is living, do you both wish to have wills prepared for you?

Yes  No

Do you want both documents to reflect the same distribution patterns, executors, trustees and guardians?

Yes  No **If no, spouse should complete a separate Will Planning Guide or explain below**

Do you wish to provide any further instructions or special information the attorney may need to prepare your will(s) that express your specific desires and interests?

### Special Instructions:

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## Safekeeping of Originals

Upon the completion and lawful execution of the official Will document(s), I/We plan to have the original copy of the same placed in safekeeping in:

- The office of the attorney preparing same
- In my own safekeeping at \_\_\_\_\_
- In the care of my executor(s)
- Other: \_\_\_\_\_

I/We would like to have additional copies made.

## Instructions to Lawyer

Please prepare my (own) will(s) as indicated above. It is understood that this information will be held in strict confidence.

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**Applicant**

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**Spouse**



# My/Our Notes





Providing a Link Between Donors & Charities

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