



Ocean Conservancy Estate Planning Toolkit

A Step-by-Step Guide

The Importance of Good Planning

You owe it to yourself and to your family to make sure that you are prepared for the many events in life that are out of our hands. Planning gives you control, affords you the opportunity to provide for loved ones, for your community and for the causes you care about, like Ocean Conservancy. And it's easy to do. Here are six steps that will put you on the right path.

STEP 1: Take the Planning Quiz

To get started, take this short planning quiz.

- 1. Have you welcomed a new child or grandchild?**
 YES NO
- 2. Have you moved to a new state?**
 YES NO
- 3. Has your marital status changed?**
 YES NO
- 4. Has your health status changed?**
 YES NO
- 5. Have you changed jobs?**
 YES NO
- 6. Would you like to include your charitable priorities in your plans?**
 YES NO
- 7. Has it been three or more years since you last reviewed your plans?**
 YES NO

If you answered “Yes” to any of the questions it’s time to create or review your plans.

STEP 2: Execute Powers of Attorney (POAs) for Health & Financial Matters

A POA is a written legal document that names the person who will make healthcare or financial decisions for you if you become incapacitated. This person will talk to doctors and your healthcare team or to your financial advisors on your behalf and make decisions according to your direction.

- Choose someone who knows you very well, who cares about you and who can make difficult decisions.
- Choose someone who is likely to be nearby, so that he or she can help when you need them.
- Make sure your healthcare POA is compliant with federal health information privacy laws, so that doctors, hospitals and insurance companies can speak with your designee.

No matter whom you choose for these important responsibilities, make sure you talk about your wishes and that the person agrees to respect and follow them.

STEP 3: Establish a Will

Not having a will means losing control of how your assets are distributed. If you don't have a plan, the state and/or federal government will implement their plan for you. A will allows you accomplish three important things:

- Transfer your assets to heirs and to the causes you care about.
- Provide for guardianship of minor children.
- Name an executor, the person who will carry out your will's instructions and has the important job of settling your estate.

As a companion to your will, you may want to create a "letter of instruction." This document, while legally non-binding, gives your heirs information crucial to helping them settle your affairs. Without such a letter, it can be easy for heirs to miss important items or become overwhelmed trying to sort through all of the documents you left behind. The following are some items that can be included in your letter:

- A list of people to contact when you die and a list of beneficiaries of your estate plan.

- The location of important documents, such as your will, insurance policies, financial statements, deeds, and birth certificates.
- A list of assets, such as bank accounts, investment accounts, insurance policies, real estate holdings, and military benefits.
- Logins, passwords and PIN numbers for online accounts.
- The location of any safe deposit boxes.
- A list of contact information for lawyers, financial planners, brokers, tax preparers, and insurance agents.
- A list of credit card accounts and other debts.
- A list of organizations that you belong to that should be notified in the event of your death.
- Instructions for your funeral or memorial service.
- Instructions for the distribution of sentimental personal items.
- A personal message to family members.
- Make sure your executor or personal representative has an original copy of your will and your letter of instruction. You should review these documents at least annually—or sooner if there are changes in your marital status, state of residence, dependents, and if tax laws change—to make sure they are up-to-date.

3 Ways to Include a Bequest for Ocean Conservancy

To leave the majority of funds to your loved ones, name Ocean Conservancy the beneficiary of a specific amount or percentage of your estate.

To leave Ocean Conservancy what's left after loved ones are provided for, use a residuary bequest.

To leave your estate to family and friends, unless you outlive one of your beneficiaries, use a contingent bequest. This is often used by married couples who stipulate that if the other spouse is not living, then the bequest specified for that spouse will go to Ocean Conservancy.

STEP 4: Review Your Beneficiary Designation Forms

Many of our assets these days transfer through the beneficiary designation forms we completed when we first set up our accounts. Examples are retirement accounts and life insurance policies. These should be periodically reviewed to make sure that the form you have in your file matches the form on file with the account administrator. Because retirement plans are taxed differently than most assets, they may actually become a tax liability. That's the reason they are one of the most popular—and tax-wise—gifts you can make to Ocean Conservancy. Here's how it works:

A gift of retirement plan assets to Ocean Conservancy means that 100% of your gift passes to us with no deductions for taxes.

	Your Heirs	Ocean Conservancy
Gift Amount	\$100,000	\$100,000
Income Tax*	(\$39,600)	-0-
Net to Beneficiary	\$60,400	\$100,000

**Based on an income tax rate of 39.6%*

STEP 5: Consider Your Charitable Goals

As you create or review your plans, we hope you will consider creating a legacy of support for Ocean Conservancy. The two most popular ways of doing so are by bequest in your will or trust or by naming Ocean Conservancy a beneficiary of your retirement plan or insurance policy. These gifts:

- Cost you nothing now
- In no way obligate you. You can change your beneficiaries at any time.
- Permit you to make loved ones *and* Ocean Conservancy your beneficiaries.
- Require no minimum gift. Every gift makes a difference.
- Enable you to remain anonymous, should you choose to do so.
- Ensure the future for our ocean treasure chest.

Using the Right Words

To include a bequest to Ocean Conservancy in your will or living trust, or to designate us as a beneficiary of an IRA or other financial account, simply provide your advisor or financial account administrator with the following:

“I hereby give (percentage, residuary, share or specific amount or asset) to Ocean Conservancy, 1300 19th Street NW, 8th Floor, Washington, DC 20036.”
Ocean Conservancy Tax ID: 23-7245152

STEP 6: Prepare to Meet With an Attorney

Before you meet with your advisor(s), you will need to take stock of your assets and your priorities.

Sample Inventory of Current Assets and Liabilities

	Owned by you alone	Owned by your spouse	Owned jointly
Residence	\$_____	\$_____	\$_____
Other real estate	\$_____	\$_____	\$_____
Bank accounts, CDs, money market funds	\$_____	\$_____	\$_____
Stocks, bonds, mutual funds	\$_____	\$_____	\$_____
Qualified retirement plans/IRAs	\$_____	\$_____	\$_____
Life insurance	\$_____	\$_____	\$_____
Personal possessions	\$_____	\$_____	\$_____
Potential inheritance	\$_____	\$_____	\$_____
Annuities	\$_____	\$_____	\$_____

Other assets	\$ _____	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____	\$ _____
Subtract: Debts, mortgages and loans	\$ _____	\$ _____	\$ _____
Equals: Estimated Net Worth	\$ _____	\$ _____	\$ _____

- List your property, including bank accounts, real estate, stocks, bonds, money market accounts, mutual funds, life insurance policies, pension plans, pets, other animals, and personal property. Estimate the value and the original cost of each item. Use this sample inventory to get started.
- List the people and charities, like Ocean Conservancy, you want to provide for when distributing your property. Include their addresses and relationship to you.
- Detail your wishes for distributing your property.

For more information about leaving an ocean legacy, please contact:

Charlotte Meyer
 Director, Planned Giving
 Ocean Conservancy
 1300 19th Street NW, 8th Floor, Washington, DC 20036

Or contact Charlotte directly at (800) 519-1541, or by email at
cmeyer@oceanconservancy.org



As you begin to explore creating your ocean legacy, please consult your legal or tax advisor