

SOUTHWEST VIRGINIA HIGHER EDUCATION CENTER FOUNDATION

PERSONAL ESTATE PLANNING KIT

Record Book

Supporting A Great Place, Doing Great Things, Because of Great People!

How to Use This Record Book

Use this Record Book as an administrative and organizational tool—not as a substitute for a will, trust, beneficiary designation, power of attorney, health-care directive, or other legal document. Complete it gradually, keep it current, and tell the people you trust where it is stored.

The Foundation recommends that you complete this Record Book with your family and professional advisors as appropriate. Do not send a completed Record Book to the Foundation unless specifically requested for a documented purpose.

Security First

☐ Complete and store the digital version only on a secure, password-protected device or system.

☐ Do not email a completed Record Book through ordinary, unsecured email.

☐ Do not record primary passwords here when a secure password manager is available; record the location of the password manager instead.

☐ Keep a printed copy in a secure location and tell the appropriate person how to access it.

☐ Review who has access whenever your circumstances change.

Record Book at a Glance

☐ Personal and family information, including aliases and family history

☐ Children, grandchildren, other loved ones and pets

☐ Medical contacts and important professionals

☐ Employment, retirement, benefits and military information

☐ Charitable affiliations and philanthropic interests

☐ Income sources, tax records and safe-deposit information

☐ Digital accounts and digital-estate instructions

☐ Assets, liabilities and estimated net estate

☐ Estate-planning documents and document locations

☐ End-of-life preferences and persons to notify

☐ Charitable organizations included in the estate plan

☐ Disposition of assets to family, other beneficiaries and charitable organizations

☐ Annual review and update history

Tip: If you are married or partnered, each person should maintain a separate Record Book. Some information may be shared, but much of the record is personal to the individual.

Part I — Personal & Family Information

1. About Me

Full legal name / aliases	
Address	
City, State ZIP	
Phone	
Email	
Social Security number	
Date of birth	
Birthplace	
Preferred name / other name used	

2. Current Spouse / Partner

Full legal name	
Date of birth	
Address	
City, State ZIP	
Phone	
Email	
Social Security number	
Date of marriage (if applicable)	
Location of marriage certificate	
Location of prenuptial agreement (if applicable)	
Date of death (if applicable)	
Resting place (if applicable)	
Location of death certificate (if applicable)	

Former Spouse / Partner

Full legal name	
Date of marriage (if applicable)	
Location of marriage certificate	
Location of prenuptial agreement (if applicable)	
Date of divorce, annulment, legal separation or death	
Location of related legal/death documents	

3. Children

Child's Full Name	Date of Birth	Address / City / State / ZIP	Phone	Email

4. Grandchildren

Grandchild's Full Name	Date of Birth	Phone	Email

5. Family History

Relationship	Full Name	Address	Phone	Email / Document Location

Include parents and siblings. For a parent who has died, note the resting place and location of the death certificate in the Notes / Document Location field.

6. Other Loved Ones

Name	Relationship	Phone	Email	Role in My Plan / Notes

Name	Relationship	Phone	Email	Role in My Plan / Notes

7. Pets

Pet Name	Type / Breed	Microchip / License No.	Veterinarian / Contact	Caregiver	Food / Medical / Other Care; Records Location

Part II — People Who May Need to Help

8. Emergency Contacts

Name / Relationship	Phone	Email	Address	Notes

9. Medical Professionals

Role / Specialty	Name	Phone	Office / Affiliation	Address

10. Current Employment

Company name / Phone	
Address	
Supervisor	
Position	
Start date / End date if retired	
Are you retired? ☐ Yes ☐ No	
Ownership interest? ☐ Yes ☐ No	
Current benefits and location of documents	

11. Prior Employment

Employer / Position	From	To	Address / Phone	Life Insurance / Retirement Benefits Remaining	Benefits / Document Location

12. Military Service

Branch / Rank	From	To	Service No. (if applicable)	Discharge Papers Location	Disability / Income / Pension / Benefits / Honors

13. Charitable Affiliations

Full Name of Organization	Method of Involvement (donor, volunteer, etc.)	Contact / Notes

14. Income Sources

Income Source (Social Security, retirement, pension, securities, etc.)	Annual Amount	Document / Account Location

15. Income Tax Records

Location of tax records	
Tax advisor	
Address	
Phone	

16. Safe-Deposit Box or Safe

Location / Address	Box Number / Safe	Key / Combination Location	Who Knows?	Notes

Part III — Digital & Household Information

17. Passwords & Digital Instructions

Do not place primary passwords in this Record Book if a secure password manager is available. Record where credentials are stored and who can lawfully access them.

Cell phone unlock instructions / location	
Computer unlock instructions / location	
Primary password manager	
Emergency / legacy access instructions	

Account Type / Platform	Important User Name / Identifier	Password or Location of Password	Disposition / Instructions

18. Household Services & Important Accounts

Service / Provider	Phone	Account No.	Location of Contract / Records	Notes / Automatic Payment / Other Instructions

Source categories retained: gas, electric, water, phone, waste management, internet, cable/satellite, home security, house cleaning and yard maintenance. Additional rows are provided for other household services and recurring accounts.

19. Important Storage

Location / Address	Box / Account	Access Information Location	Who Knows?	Notes

Work Space

Part IV — Financial Inventory

Use approximate current values. The purpose is to create a useful planning inventory, not a formal appraisal. Record how property is owned because ownership and beneficiary arrangements may affect how an asset passes at death.

20. Cash — Savings, Money Market, Checking & CDs

Type of Account	Financial Institution	Owned by You	Owned by Partner	Owned Jointly / Other	Approx. Value

21. Real Estate

Description / Location	Date Purchased	Cost Basis	Owned by You	Owned by Partner	Owned Jointly / Other	Current Value / Mortgage

22. Retirement Benefits

Description / Plan	Beneficiary	Owned by You	Owned by Partner	Approx. Value	Records Location

23. Brokerage Accounts

Firm Name / Account	Amount	Beneficiary / TOD	Records Location

24. Personal Assets

Description	Date Purchased	Owned by You	Owned by Partner	Owned Jointly / Other	Approx. Value / Records Location

25. Life Insurance

Company / Policy	Insured	Beneficiary	Owned by You	Owned by Partner / Joint	Face Amount / Policy Loans	Policy Location

26. Annuities

Description / Contract	Annuitant	Beneficiary	Cost Basis	Owned by You	Owned by Partner / Joint	Present Value / Records Location

27. Business Interests Owned

Business Name / Address	Cost Basis	Ownership %	Owned by You	Owned by Partner / Joint	Value of Interest	Operating / Buy-Sell Docs / Advisor

28. Obligations Due to Me

Examples include mortgages held, notes receivable and accounts receivable.

Name of Debtor	Address	Owned by You	Owned by Partner / Joint	Amount Due / Records Location

29. Other Assets Potentially Includable in Estate

Examples include an interest in a trust or estate, royalties, patents and copyrights.

Description	Cost Basis	Owned by You	Owned by Partner / Joint	Current Value	Records Location / Notes

30. Liabilities — Mortgages

Property	Creditor	Owed by You	Owed by Partner	Owed Jointly / Other	Approx. Balance	Documents Location

31. Loans & Installment Debts

Description	Creditor	Owed by You	Owed by Partner	Owed Jointly / Other	Approx. Balance	Payment / Due Date	Documents Location

32. Current Bills

Description	Creditor	Owed by You	Owed by Partner	Owed Jointly / Other	Approx. Balance	Payment / Due Date	Documents Location

33. All Other Liabilities

Description	Owed by You	Owed by Partner	Owed Jointly / Other	Approx. Balance	Documents Location / Notes

34. Net Estate Snapshot

Category	Estimated Amount
Total of all assets	
Total of all liabilities	
Less: total liabilities	
Estimated net estate	
Date of estimate	

Part V — Estate Planning Documents

35. Will

Original document location	
Date of will	
Date of last review	
Date(s) of any codicils	
Executor / Personal Representative — Name / Address / Phone	
Alternate Personal Representative — Name / Address / Phone	
Estate-Planning Attorney — Name / Address / Phone	

36. Revocable Living Trusts

Trust document location	
Date of trust	
Date of last review	
Trustee — Name / Phone / Email	
Successor Trustee — Name / Phone / Email	
Beneficiary(ies)	
Funding / Asset-Titling Notes	

37. Financial Power of Attorney

Have you signed a financial power of attorney? ☐ Yes ☐ No

Document title	
Date prepared	
Prepared by — Name / Title / Contact	
Person appointed to act — Name / Phone / Email	
Alternate(s) — Name / Phone / Email	
Effective date: ☐ Immediately ☐ Upon incapacity ☐ Other	
Location of original	
Location of copies	

38. Health-Care Power of Attorney

Do you have a health-care power of attorney? ☐ Yes ☐ No

Document title	
Date prepared	
Prepared by — Name / Title / Contact	
Person appointed to act — Name / Phone / Email	
Alternate(s) — Name / Phone / Email	
Effective date: ☐ Immediately ☐ Upon incapacity ☐ Other	
Location of original	
Location of copies	

39. Advance Health-Care Directive / Living Will

Do you have an advance health-care directive or living will? ☐ Yes ☐ No

Document title	
Date prepared	
Prepared by — Name / Title / Contact	
Location of original	
Locations of copies	
Additional notes / instructions	

40. Long-Term Care

Do you have a long-term care insurance policy? ☐ Yes ☐ No

Insurance agent — Name / Phone / Email	
Company name	
Policy number	
Location of policy / records	

41. Body, Organ & Tissue Donations

Do you wish to donate your body, organs or tissues? ☐ Yes ☐ No

Donation preference — identify organ/tissue or entire body	
Receiving organization — Name / Phone / Email	
Location of donation documents	
Additional instructions	

Work Space

Part VI — End-of-Life & Family Instructions

42. Funeral / Memorial Preferences

Funeral home and/or church	
Address	
Phone	
Type of service: ☐ Religious ☐ Fraternal ☐ Military ☐ Memorial with no casket ☐ Other	
Funeral instructions: ☐ Closed casket ☐ Open casket ☐ Other	
Detailed instructions	
I direct that my body be used for these medical purposes	
Grave-site information / Location	
Arrangements made by / Phone	
Favorite hymns / songs	
Favorite scripture / poems / quotes	
Favorite flowers	
Charity(ies) in lieu of flowers	

43. Persons to Notify in the Event of My Death

Name / Relationship	Phone	Email	Address	When / Why to Contact

44. Charitable Organizations Included in My Estate Plan

Full Name of Organization	Address	Gift Type / Amount / Percentage / Asset	Contact / Document Location

45. Other Matters That May Need Family Attention

Check all that apply. Use the notes field to identify the contact person, account, document location or other instruction.

☐ Contact the estate-planning attorney to begin estate settlement.

☐ Contact the executor / personal representative and successor trustee, as applicable.

☐ Notify appropriate family members and persons identified in this Record Book.

☐ Contact the Social Security Administration and other benefit programs as appropriate.

☐ Contact the U.S. Department of Veterans Affairs if applicable.

☐ Contact former employers regarding benefits.

☐ Collect life insurance policies and contact insurers for claim forms.

☐ Contact companies holding retirement plans and review beneficiary/claim procedures.

☐ Consult the health insurance company regarding coverage and benefits.

☐ Notify organizations where the deceased held memberships.

☐ Notify charitable organizations when a planned gift or bequest is included.

☐ Secure digital devices, accounts and personal information.

Organizations / phone numbers / emails that should be notified:

Organization / Contact	Phone / Email	Reason / Instructions

Part VII — Disposition of Estate: Who Gets What

These worksheets are for planning discussion and record-keeping. They are not legal instruments. Review your intentions with your estate-planning attorney and coordinate them with your will, trust, beneficiary designations and asset ownership.

46. Gifts to Spouse / Partner

If applicable, indicate a contingent beneficiary in case your spouse / partner does not survive you.

Description of Asset or % of Estate	Name / Relationship / Address	Contingent Beneficiary / Notes

47. Gifts to Other Beneficiaries

Description of Asset or % of Estate	Beneficiary / Relationship / Address	Contingent Beneficiary / Notes

48. Gifts to Charitable Organizations

Name / Address of Charitable Organization	% of Net Estate OR Dollar Amount	Gift Type / Purpose

Specific Charitable Assets

Name / Address of Charitable Organization	Description of Specific Asset	Notes / Restrictions

49. Balance / Residue of Estate

Charitable Organizations

Name / Address	Percent of Residuary Estate	Notes

Other Beneficiaries

Name / Address	Percent of Residuary Estate	Notes

50. Family Distribution Notes

Use this page to capture questions, intentions or special circumstances to discuss with your attorney—not to create legal instructions.

Asset / Percentage	Beneficiary	Relationship	Contingent Beneficiary	Notes / Questions for Advisor

51. Charitable Distribution Notes

Charity	Asset / Percentage / Dollar Amount	Gift Type	Restriction / Purpose	Notes / Advisor Questions

52. Southwest Virginia Higher Education Center Foundation

If you are considering including the Southwest Virginia Higher Education Center Foundation in your estate plan or making another planned or legacy gift, this page provides a place to record your intentions and the information you confirm with the Foundation.

Legal name: Southwest Virginia Higher Education Center Foundation	
Federal Tax ID / EIN: 80-0232306	
My intended gift type: ☐ Will / Trust ☐ IRA / Retirement Beneficiary ☐ QCD ☐ Appreciated Securities ☐ Real Estate ☐ Donor-Advised Fund ☐ Life Insurance ☐ Other	
Amount / percentage / asset description	
Designation / restriction / purpose, if any	
Date I notified the Foundation, if applicable	
Foundation contact / confirmation location	
Location of my final beneficiary designation / estate document	
Professional advisor involved — Name / Firm / Contact	
Additional notes / questions	

A planned gift should fit your personal and family circumstances. The Foundation can provide information about its mission, gift opportunities, legal name, EIN, gift-processing requirements and stewardship practices, but your attorney and tax/financial advisors should determine how a gift fits your individual plan.

Part VIII — Annual Review & Update System

A current Record Book is more useful than a complete but outdated one. Review it at least annually and after major life events. Use the review record below to document what you checked and what changed.

Annual Estate Planning Review Checklist

☐ Personal information, aliases and contact information are current.

☐ Spouse/partner, former spouse/partner, children, grandchildren and other loved ones are current.

☐ Emergency contacts and medical professionals are current.

☐ Employment, retirement, military and benefits information is current.

☐ Charitable affiliations and charitable intentions are current.

☐ Income sources and tax-record locations are current.

☐ Digital accounts, password-manager location and access instructions are current.

☐ Household services, recurring accounts and automatic-payment information are current.

☐ Asset inventory and approximate values have been updated.

☐ Asset ownership / title has been reviewed.

☐ Retirement-account and insurance beneficiaries have been reviewed.

☐ Will and codicils have been reviewed.

☐ Trusts, funding and successor trustees have been reviewed.

☐ Financial power of attorney has been reviewed.

☐ Health-care power of attorney and advance directive have been reviewed.

☐ Long-term-care information has been reviewed, if applicable.

☐ Funeral / memorial and end-of-life preferences remain current.

☐ Persons to notify and family instructions are current.

☐ Charitable organizations included in the estate plan remain accurate.

☐ Planned gifts or beneficiary designations to charities have been confirmed when appropriate.

☐ Professional advisors have been consulted where appropriate.

☐ Secure storage and access instructions remain current.

Annual Review Record

Review Date	What I Reviewed / Changed	Documents / Accounts Updated	Advisor / Family Notified	Next Review Date

Privacy, Security & Professional Review

This Record Book may contain Social Security numbers, financial information, account information, health-related contacts and other sensitive information. Treat it as confidential. Do not leave it in an unsecured location or transmit it through ordinary email. Consider using a secure password manager for credentials rather than writing passwords in this book. The Foundation does not need to receive a completed Record Book.

Important

This Record Book is an organizational tool and is not a legal document. It does not create an attorney-client, accountant-client, financial-advisor or donor-advisor relationship. Consult qualified professional advisors for advice specific to your circumstances. Laws, tax rules and charitable-gift requirements can change.

Sources & Professional References

- Supplied Personal Estate Planning Kit — Record Book PDF (organizational sections and worksheet concepts).
- Supplied Personal Estate Planning Kit — Lesson Book PDF (estate-planning and charitable-giving concepts).
- Internal Revenue Service — estate and gift tax guidance and retirement-account guidance.
- Virginia Department of Taxation — Estate and Inheritance Taxes; Probate Tax.
- BoardSource — nonprofit board governance and fundraising responsibilities.
- CASE — planned giving and legacy-giving resources.
- Association of Fundraising Professionals — Donor Bill of Rights and fundraising ethics.

Southwest Virginia Higher Education Center Foundation

Federal Tax ID / EIN: 80-0232306
Personal Estate Planning Kit — Book 2: Record Book
Review annually for changes in law, tax rules and Foundation policies.