

SELF-COUNSEL PRESS

ESTATE & BUSINESS PLANNING GUIDE

REVISE PERIODICALLY AND KEEP IN AN EASY-TO-FIND PLACE
(THIS DOES NOT TAKE THE PLACE OF A WILL)

Mr. / Mrs. _____
Miss / Ms. _____ S.I.N.# _____

Of (residence) _____

Place of birth _____ Citizenship _____ Date of birth _____

Occupation _____

Business address _____

Business telephone number () _____ Residence telephone number () _____

Fax () _____ E-mail _____

Employer _____ Employer's telephone number () _____

Fax () _____ E-mail _____

Marital Status: Single [] Married [] Widowed [] Divorced [] Separated []

Date of marriage _____ Place of marriage _____

Have you made a Will? _____ Date executed _____

Where is it? _____

Spouse's name _____ Date of birth _____

Has spouse made a Will? _____ Date executed _____

Where is it? _____

Were you or your spouse ever married previously? _____

If so, name and address of previous spouse? _____

Names of children	Date of birth	Married or single	Number and age of grandchildren

Are any of the children adopted or stepchildren of yourself? _____

If so, which ones? _____ Of your spouse? _____

	Date of birth	Occupation	Where is Will and who is Executor/trix
Parents: of yourself			
Parents: of spouse			

Professional advisers (give names and addresses)

(Lawyer) (Address)

(Accountant) (Address)

(Insurance Agent) (Address)

(Bank) (Address)

(Trust Company) (Address)

(Doctor) (Address)

Others:

Location of important documents:

Birth certificate: _____ Life insurance policies: _____

Marriage certificate: _____ Safety deposit box: _____

Deeds: _____ Bank accounts: _____

Divorce judgment: _____ Financial records: _____

Tax returns: _____ Pension plans: _____

Stocks/bonds: _____ Notes/mortgages: _____

YOUR ESTATE PLAN OBJECTIVES

a. TO PROVIDE FOR:

Name	Relationship	Date of birth

b. ESTATE FUNDS NEEDED FOR SPOUSE

FOR PERIODIC UPDATING

		Month Year	Month Year	Month Year
DESIRED LIFE INCOME TO SPOUSE COMMENCING AT AGE				
MONTHLY INCOME REQUIRED				
DEDUCT AMOUNT PROVIDED BY CPP/QPP, OLD AGE SUPPLEMENT AND PROVINCIAL GOVERNMENT PROGRAMS				
BALANCE REQUIRED (commuted value over lifetime — see attached Table 1)				

c. ESTATE FUNDS NEEDED FOR CHILDREN

MONTHLY INCOME TO CHILDREN UNTIL AGE				
DEDUCT AMOUNT PROVIDED BY CPP/QP				
BALANCE REQUIRED				
TOTAL NUMBER OF YEARS UNTIL YOUNGEST IS OF AGE				
BALANCE REQUIRED (commuted value over lifetime — see attached Table 2)				

YOUR ESTATE BALANCE SHEET

FOR PERIODIC UPDATING

a. LIQUID ASSETS

		Month Year	Month Year	Month Year
CASH-ON-HAND (average amount held in accounts)	_____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
BONDS (face amount)	_____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
STOCKS (market value)	_____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
LIFE INSURANCE Policies you own on your own life (face value)	_____	_____	_____	_____
Policies owned by you on lives of others (surrender value)	_____	_____	_____	_____
PENSION FUND — DEATH BENEFIT	_____	_____	_____	_____
GROUP INSURANCE AND SURVIVOR BENEFITS	_____	_____	_____	_____
REGISTERED RETIREMENT SAVINGS PLAN	_____	_____	_____	_____
ANNUITY CONTRACTS Notes and accounts receivable	_____	_____	_____	_____
		_____	_____	_____
Other (specify)	_____	_____	_____	_____
		_____	_____	_____
TOTAL LIQUID ASSETS	_____	_____	_____	_____

b. NONLIQUID ASSETS**FOR PERIODIC UPDATING**

RESIDENCE — In whose name?
(market value less mortgages)

OTHER REAL ESTATE
(as above)

INTEREST IN PRIVATE
BUSINESSES

(Note: If a buy-sell agreement is
involved, list face value of
insurance policy which your
estate will receive in event of
your death.)

MORTGAGES OR AGREEMENTS
FOR SALE OWNED

Mortgagor/Borrower

Amortization period

Maturity date

Principal amount

Total current value
of mortgages (see Table III)

PROPERTY LIKELY TO COME
TO YOU FROM GIFTS OR
INHERITANCE IN NEAR
FUTURE

TOTAL

PERSONAL EFFECTS

Motor vehicles

Furniture

Jewelry, furs, artwork, and other
articles of special value

Hobby and recreational
equipment

Month Year

Month Year

Month Year

Month Year

Month Year

1

2

3

1

2

3

1

2

3

		FOR PERIODIC UPDATING					
		Month Year		Month Year		Month Year	
Others	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____	_____	_____
ADD TOTAL OF ALL ASSETS	_____	_____	_____	_____	_____	_____	_____
c. LIABILITIES (mortgages and other real estate encumbrances excluded — see above)							
PERSONAL DEBTS (including personal bank loans, finance company loans, alimony payments, etc.)	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
LOANS ON LIFE INSURANCE POLICIES	_____	_____	_____	_____	_____	_____	_____
HOUSEHOLD ACCOUNTS PAYABLE (average monthly total)	_____	_____	_____	_____	_____	_____	_____
MISCELLANEOUS	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
TOTAL ASSETS	_____	_____	_____	_____	_____	_____	_____
MINUS TOTAL LIABILITIES	_____	_____	_____	_____	_____	_____	_____
EQUALS*	_____	_____	_____	_____	_____	_____	_____
*This is the total available to meet estate requirements.							
MINUS TOTAL ESTATE REQUIRED	_____	_____	_____	_____	_____	_____	_____
EQUALS (Shortage or surplus)	_____	_____	_____	_____	_____	_____	_____

**d. EDUCATIONAL FUND TO
PROVIDE FOR:**

TOTAL ESTATE REQUIRED

FOR PERIODIC UPDATING

Month Year Month Year Month Year

**e. ESTIMATED MISCELLANEOUS
EXPENSES**

MORTGAGE REDEMPTION
FUND (if mortgage life insured)

EMERGENCY FUND

FUNERAL EXPENSES
(approximately)

DEBTS

LAWYER, PROBATE, AND
EXECUTOR FEES
Allow for size of estate
and complicated assets
(6% of gross value)

TOTAL

f. TOTAL ESTATE REQUIRED

FOR PERIODIC UPDATING

Month Year Month Year Month Year

TABLE I
FEMALE LIFE ANNUITY

(assumes 10 years' guarantee)
For males cost is approximately 9% less

AGE	*TO PROVIDE EACH \$100 MONTHLY INCOME, YOU NEED
25	15 900
30	15 690
35	15 440
40	15 130
45	14 670
50	14 100
55	13 460
60	12 800

*For example, to provide a monthly income of \$1000 per month to a female at age 60 you will need \$128 000

TABLE II
ANNUITY CERTAIN

(All rates are approximate)

YEARS TO RUN	TO PROVIDE EACH \$100 MONTHLY INCOME, YOU NEED
1	1 100
2	2 250
3	3 200
4	4 170
5	5 100
6	5 870
7	6 570
8	7 200
9	7 790
10	8 320
11	8 800
12	9 240
13	9 650
14	10 020
15	10 350
16	10 660
17	10 960
18	11 250
19	11 520
20	11 780

TABLE III
MORTGAGE BALANCE PER \$1 000 INITIAL AMOUNT

Start of year	10%	11%	12%	13%	14%	15%	16%	17%	18%
20-year amortization									
1	1 000	1 000	1 000	1 000	1 000	1 000	1000	1000	1 000
2	983	985	987	989	990	991	993	993	994
3	965	969	973	976	979	981	984	986	988
4	945	951	956	961	966	970	973	977	980
5	923	931	938	945	951	956	961	966	970
6	898	908	917	926	934	941	947	953	958
7	871	883	894	905	914	923	931	938	945
8	841	855	868	880	891	902	911	920	928
9	807	823	838	852	865	877	889	899	908
10	771	788	805	821	835	849	862	874	885
11	730	749	767	785	801	816	831	844	857
12	685	706	725	744	761	778	794	809	823
13	636	657	677	697	716	734	751	767	782
14	581	603	624	644	664	682	700	718	734
15	521	542	563	584	603	623	641	659	677
16	454	475	495	515	534	554	572	590	608
17	380	399	418	437	455	473	491	508	525
18	299	315	332	348	364	380	396	411	427
19	209	221	234	246	259	272	284	297	309
20	110	117	124	131	138	146	153	161	168

Start of year	10%	11%	12%	13%	14%	15%	16%	17%	18%
25-year amortization									
1	1 000	1 000	1 000	1 000	1 000	1 000	1000	1000	1 000
2	991	992	993	994	995	996	997	997	998
3	980	983	986	988	990	991	993	994	995
4	969	973	977	981	984	986	988	990	992
5	956	962	967	972	976	980	983	986	988
6	942	950	957	963	968	973	977	980	983
7	926	936	944	952	959	964	969	974	978
8	909	920	930	940	948	955	961	966	971
9	890	903	915	926	935	943	951	957	963
10	869	884	897	910	921	930	939	947	954
11	846	862	878	891	904	915	925	934	942
12	820	838	855	871	885	898	909	919	929
13	792	812	830	847	863	877	890	902	912
14	760	782	802	820	838	853	868	881	893
15	726	749	770	790	809	826	842	856	870
16	688	712	734	755	775	794	811	827	842
17	645	670	694	716	737	757	775	793	809
18	599	624	648	671	693	714	733	752	769
19	547	572	597	620	642	664	684	704	722
20	491	515	539	562	584	606	626	646	665
21	428	451	473	496	517	538	559	579	598
22	358	379	400	420	441	460	479	498	517
23	282	299	317	225	352	369	387	403	420
24	197	210	224	237	251	264	278	291	304
25	103	111	119	126	134	142	150	158	166