





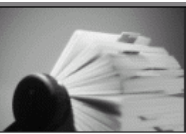


WELCOME!	INTRODUCTION 
<p><b>AND CONGRATULATIONS!</b> You've taken the first step toward organizing your financial and property life. That's good news – you've gotten started. Now comes the difficult part.</p> <p>Gathering information and keeping it up to date is difficult. It's like dusting – an ongoing process – not something that's done once and then forgotten.</p> <p><b>COLLECTING AND DOCUMENTING</b> all of your personal and financial information may seem like a daunting task at first, but take it slowly, in small chunks. We wrote this guide so that each section can be completed independently. Once you've finished one segment, we believe you'll find the next one is easier, less complicated, more manageable. And before you know it, you'll be done! After that, updating is a snap.</p> <p>Remember, it takes time to create all of the details you'll be cataloging. It will take some time to sort them out. And if you need some help, contact us. We'd be pleased to work with you – whether it's just to supply the motivation for you to finish, or to provide a professional consultation.</p> 	<p><b>IN OUR INDIVIDUAL PRACTICES</b> as a financial planner and an estate planning attorney, we have encountered many different situations when helping clients prepare for the disposition of assets. They range from simple to intricate, and each is as unique as the clients themselves. While we prefer to help our clients in advance, inevitably some are prepared and some are not. Unusually, however, the loved ones of those who are prepared have much less to cope with than the families of those who are not.</p> <p><b>FRANK AND EDNA</b> Frank and Edna are good examples of what this book can help you do. Married for over sixty years, Frank and Edna lived full and rewarding lives. Not to be considered remarkable. But by their own standards, they feel quite ordinary.</p> <p><b>THE EARLY YEARS</b> They met in high school during the depression and married shortly after Pearl Harbor, when Frank enlisted in the Army. He became a pilot in the Army Air Corps and after the War became a charter member of the "Four U.S. Air Force." Edna was with him throughout his military career, going wherever the Air Force allowed, keeping a clean home, raising their four children and teaching when she could. When he left the military, they settled on Whidbey Island in the State of Washington. They were near a naval air station to take advantage of Frank's military benefits. Frank took a job in dull service and Edna started teaching full time.</p> 
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INTRODUCTION	INTRODUCTION
<p><b>FRANK AND EDNA: THE GOLDEN YEARS</b> When they both retired, Frank had two pensions and Edna had one. Having come of age during the Depression, they had never been extravagant. They had their house in Washington, a small place on the Georgia coast for the winters, and nine grandchildren. Life has been good to them. There is only one goal left in Frank's life. He wants to wish every sale in the union before his death. He pursues it with relish, and Edna loves the adventure. As of today, he has ticked forty-eight sales and will get the last two during their annual spring pilgrimage from coast to Georgia to coast to Washington in the old silver Air Stream that's half covered with dust and camping gear. Some times it will take a week, some times a month. But, as Frank will tell you, he's done all the hunting in his life that he intends to do. They travel all their own ways and they travel more than most.</p> 	<p><b>KEEPING TRACK OF THE FAMILY NEST EGG</b> In addition, since Frank and Edna lived frugally, they managed to invest a little over the years. That little became significant over time, and they now have a comfortable nest egg to leave to their children when they are gone. As with many couples, they have a team consisting of an accountant, an attorney and a financial advisor to help them. Until recently, though, the team had problems trying to coordinate wills, trust, insurance and taxes.</p> <p><b>THE SAME PAGE® SOLUTION</b> That was until Frank and Edna's oldest son had insisted that they organize their information and have all of these documents stored with The Same Page® On-Line. Working with their financial advisor, their critical documents were scanned and stored on a secure computer. Now there are no more cross country calls at year-end and tax time, wondering what changes have occurred, and no more taking of copies from coast to coast. Since it's all stored online, each member of the team can see the documents that they need to see – only the documents they need to see. They are reminded each year to update their information so it's always current. They simply don't have to worry about it anymore. They take great comfort in that because there's enough on their minds these days – what with all that camping and fishing to do.</p> <p>Frank and Edna used the tool that you hold in your hand. With this tool, you too can gather, organize, and store in one place the details of your financial and property life. The book will guide you through the process and provide you with options for the storage of this vital information. Once stored, these details become easier to maintain and keep current than any other system of which we are aware. The Same Page® On-Line makes your information exceptionally portable, and it can be made accessible only to those people of your choice.</p> <p>Use this tool to guide to yourself and your loved ones a special gift – the security of knowing that your affairs are more than in order, they are organized and collected in one place. Then go fishing.</p> 
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NOTES	GETTING STARTED
	
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<p><b>SO, WHAT DO YOU DO FIRST?</b></p> <ol style="list-style-type: none"> <li>1 Begin with the end in mind. Somewhere on this page, write down why you are going through this process. Focus on benefits.</li> <li>2 Write a personal mission statement. This important first step will allow you to look back and remind yourself why it is important to finish. A few examples are "I am gathering this information because my loved ones will need it when I am no longer with them", or "I will read this information together in order to settle my loved one's affairs".</li> <li>3 Use the Personal Data Worksheets (See Worksheets Section) and complete the information on all of your family members.</li> <li>4 Use the Data/Document Gathering Checklist (See Checklist Section). In our professional practices, we have found that the simplest way to bring order to a project is to prepare a checklist. That way, we know what we have to work with, what other information or materials we need, and what tasks are to be done.</li> </ol>	
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1. THE PROCESS OF FINDING INFORMATION – FORENSICS	
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<b>MAIL</b> The first place to start is the mail. Of course, you should first obtain permission to access someone else's mail if you are not the Proprietor. Once you examine the mail, you can analyze it. You should be interested in mail coming from banks, checks that were never cashed, insurance companies, investment brokerage firms (like Merrill Lynch), and mutual fund companies (like Fidelity). Most financial institutions are required to send notices to their clients several times a year. Also, law firms, accounting firms and other advisors often send updates or reminders to their clients. The best time to look through the mail is at the end of each calendar quarter, or in January when annual statements are sent.	
<b>TAX RETURNS</b> Another good place to find information is through old income tax returns. Tax returns contain useful information about sources of income such as interest, dividends, wages, benefits, etc. You can also locate 1099 forms, 1041 forms, and W-2 wage statements from employers. Researching tax returns for the past three years should be sufficient.	
<b>SAFE DEPOSIT BOX &amp; PERSONAL SAFE</b> A safe deposit box or personal safe is often where important documents are stored. If you are not sure whether there is a safe deposit box, you can find out by looking at bank statements, which should list an annual renewal charge for the box. You should determine the location of the key or obtain the combination and then inventory the contents of the safe deposit box and/or personal safe. Sample inventory worksheets are contained in the Worksheets Section. A simple phone call to the bank where the safe deposit box is located will inform you about what the bank requires to access the box once the Proprietor has passed.	
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## PERSONAL DATA WORKSHEET

FULL NAME			
ADDRESS			
PHONE NUMBER(S)	HOME:	OFFICE:	MOBILE:
EMAIL ADDRESS			
DRIVER'S LICENSE	STATE:	NUMBER:	EXP. DATE:

SPOUSE OR PARTNER NAME			
ADDRESS			
PHONE NUMBER(S)	HOME:	OFFICE:	MOBILE:
EMAIL ADDRESS			

### CHILDREN

NAME			
ADDRESS			
PHONE NUMBER(S)	HOME:	OFFICE:	MOBILE:
EMAIL ADDRESS			

NAME			
ADDRESS			
PHONE NUMBER(S)	HOME:	OFFICE:	MOBILE:
EMAIL ADDRESS			


  

NAME			
ADDRESS			
PHONE NUMBER(S)	HOME:	OFFICE:	MOBILE:
EMAIL ADDRESS			

### EMERGENCY CONTACT | OTHER THAN SPOUSE/PARTNER

NAME			
RELATIONSHIP			
ADDRESS			
PHONE NUMBER(S)	HOME:	OFFICE:	MOBILE:
EMAIL ADDRESS			

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## ANNUIITY INVENTORY WORKSHEET

INSURANCE COMPANY THAT ISSUED POLICY	
CONTRACT / POLICY #	
AGENT OR AGENCY CONTACT & PHONE #	
WEB SITE INFORMATION	
CONTRACT / POLICY OWNER	
ANNUITY #	
CONTRACT VALUE	
DEATH BENEFIT	
PRIMARY BENEFICIARY	
CONTINGENT BENEFICIARY	
NOTES	

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SAMPLE: FOR DEMO USE ONLY



## ESTATE PLANNING DOCUMENTS WORKSHEET

### LIVING WILL

ORIGINAL DOCUMENT IS LOCATED	
DATE OF DOCUMENT	
WHO HAS COPIES?	
NOTES	

### BUSINESS AGREEMENT

ORIGINAL DOCUMENT IS LOCATED	
DATE OF DOCUMENT, LAST AMENDMENT	
ATTORNEY'S OFFICE WHERE IT WAS DRAFTED	
WHAT HAPPENS TO THE OWNERSHIP?	
NOTES	

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## INCOME INVENTORY WORKSHEET

### EMPLOYER

AMOUNT OF SALARY OR WAGES	
INCOME IS BEING DEPOSITED INTO	

### EMPLOYER

AMOUNT OF SALARY OR WAGES	
INCOME IS BEING DEPOSITED INTO	

### PENSION BENEFITS

AMOUNT RECEIVED EACH MONTH	
DEPOSITED INTO ACCOUNT AT	
UPON DEATH INCOME WILL	
ANY DEATH BENEFITS?	

### SOCIAL SECURITY BENEFITS

AMOUNT RECEIVED EACH MONTH	
DEPOSITED INTO ACCOUNT AT	

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SAMPLE: FOR DEMO USE ONLY