TRANSFER TITLE

☐ **<u>REAL ESTATE:</u>** A deed must be prepared, executed in the presence of a notary, and recorded in the county in which the property is situated.

☐ **<u>REAL ESTATE:</u>** Ensure that your Living Trust, as the new owner, <u>is added</u> to your title insurance and homeowner's policy by CONTACTING BOTH YOUR TITLE INSURANCE COMPANY AND HOMEOWNER'S INSURANCE COMPANY. Any mortgage you may have <u>will not become immediately due</u> by placing your property into your Living Trust.

☐ **<u>CHECKING & SAVINGS ACCOUNTS, CDS:</u>** Take your **CERTIFICATE OF TRUST** (the document under the third tab) to the institution, advise them that you have executed a living trust, and request that the name on all of your accounts be changed to the name of your trust. The institution may or may not change the account number, but you will be asked to sign new signature cards, where applicable.

If the bank account is out-of-state, send a cover letter similar to the one we have provided for you and a copy of your **CERTIFICATE OF TRUST**. The bank may send new signature cards to you for signing. Simply comply with its request and return the cards.

☐ **<u>VEHICLES</u>:** Take your **CERTIFICATE OF TRUST** (the document under the third tab) and current **Title** to the **DMV** to transfer your automobile, boat, trailer, etc. into the name of the trust. The vehicle MUST BE PAID in full to transfer the vehicle to the trust. If you are still paying for your vehicle, you must wait until it has been fully paid to transfer the vehicle to the trust.

☐ **<u>STOCKS, BONDS & INVESTMENTS:</u>** Stocks held by you in your own name must be transferred by sending the **CERTIFICATE OF TRUST** to the transfer agent, along with a letter of request and a STOCK POWER, signed by you exactly as your name appears in the certificate and with your SIGNATURE GUARANTEED (not notarized) by a national banking association member or a member of the New York Stock Exchange. If you have a broker, your broker can assist you with these transfers. Investment accounts require a letter addressed to the administrator requesting the transfer, after which you will be sent the appropriate documentation to complete as instructed.

REVIEW BENEFICIARIES

☐ **<u>LIFE INSURANCE, RETIREMENT ACCOUNTS & ANNUITIES</u>**

IMPORTANT: Do not change the owner of your life insurance, retirement accounts or annuities to your trust. Contact your insurance company or account manager and **REQUEST A CHANGE OF BENEFICIARY FORM** for each policy or account. Generally, the order of beneficiaries on your life insurance, retirement accounts and annuities reflect a **spouse as the PRIMARY BENEFICIARY** (so that a spouse has the advantage of "rolling over" these funds into his or her own retirement account without incurring an adverse tax liability).

Name another beneficiary or your living trust as the CONTINGENT BENEFICIARY. Naming real breathing people on retirement accounts protects beneficiaries from unnecessary taxation which your trust as a beneficiary can cause. Check with your financial advisor about the availability of **<u>STRETCH provisions</u>** for your retirement accounts.

______________________________ ______________________________

TRUSTOR 1 TRUSTOR 2

DOCUMENTS IN YOUR ESTATE PLANNING PORTFOLIO TO COMPLETE

☐ **ASSET CHECKLIST AND DEBT / LIABILITY CHECKLIST**

Front of trust

Bank Accounts: List bank locations, account numbers
Real Estate: List property addresses. Timeshares can be listed under real estate. Indicate if property is owned by LLC or other entity
Retirement Accounts: List institutions, account numbers and phone numbers
Automobiles: List autos, boats and mobile homes
Life Insurance: List insurer, face amount and phone number
Businesses: List name, valuable assets and basic instructions

Cross out sold assets and closed accounts including date of payoff.

All debts must be settled by your successor trustees before distributing assets to your beneficiaries. List institution names, account numbers and phone numbers. Cross out old debts and include date of payoff.

☐ **PERSONAL PROPERTY TO DISTRIBUTE**

Last page of Living Trust

For personal items without title such as jewelry, artwork and furniture you may use this page to bequeath personal items to individuals. When you make your first entry, date and sign the bottom. You may then add to the list whenever you choose. You may remove an item by striking, initialing and dating.

The first items listed should be those you wish to distribute. It is recommended you then contact family and ask them "which items have special meaning" to that person.

You attach photographs to your trust to help identify objects.

☐ **Burial Instructions**

Final page of Last Will

Leave clear instructions to your relatives to eliminate potential disagreements. You may list organ donation and other instructions.

MAKE COPIES

☐ **POWER OF ATTORNEY**

5th section - Give copies to those you have named Power of Attorney.

☐ **LIVING WILL**

6th section - Give copies to your primary physician and Powers of Attorney.

Optional: Register your living will with the state of Arizona.
Visit: **http://www.azsos.gov/adv_dir/Register.htm** or call (602) 542-6187

The following is a checklist for you to use when transferring your assets into your trust. Put the name and account number on the line provided. Once the transfer is complete, place an "X" in the box.

Include financial institution, account numbers and other relevant information

Checking Account(s)

________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑

Savings Account(s)

________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑

Certificate of Deposit(s)

________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑

Annuities **(list value & phone #)**

________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑

Mutual Funds/Stocks/Bonds

________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑

Automobile(s)/Mobile Home(s)

________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑
________________________________ ❑

The following is a checklist for you to use when transferring your assets into your trust. Put the name and account number on the line provided. Once the transfer is complete, place an "X" in the box.

Real Estate **(list address, city, state, zip)**

____ ❑
____ ❑
____ ❑
____ ❑
____ ❑
____ ❑

Insurance Policies **(list insured, insurer, value, policy number and ph#)**

____ ❑
____ ❑
____ ❑
____ ❑
____ ❑
____ ❑
____ ❑

Businesses – LLCs, Partnerships, Corporations, etc. **(list state)**

____ ❑
____ ❑
____ ❑
____ ❑
____ ❑
____ ❑

Liabilities and Debts – these amounts must be settled prior to disbursing assets to beneficiaries. Include account numbers and phone numbers.

Mortgages	Amount

Automobile Loans	Amount

Other Loans	Amount

Credit Cards	Account Number	Amount