



Will and Estate Planning Guide

Your Record of Key Planning Information



Writing a will

Writing a will is inherently optimistic. It reflects the fundamental belief that we can have a positive impact on the lives of others. A will lets us promote change, make a difference, and improve our communities. A will shapes our legacies, and while it is a simple and straightforward process, the satisfaction we derive from executing a will is directly related to the care we invest in its fundamental planning.

Too many people die without a will. Even though planning and finalizing a will now (or making certain it is up to date) is both practical and considerate, too many of us still neglect this essential task. Unfortunately, when someone dies without a will, state law determines how all personal assets will be distributed. Dying without a will opens the door wide for disappointment and disputes, along with many other pitfalls that can substantially increase the costs associated with estate distribution. Simply put, your will is a compassionate, cost-effective, and practical way to provide for everyone and everything you care about.

This organizer is for your personal use. It is intended to serve as a tool that helps you prepare for meeting with your attorney to write or update your will. Consult your attorney and estate planning advisors when preparing or updating your will.



Partners in the process

Although planning your will is not complicated, it's important to consult with others during the process. After you have completed this guide, the next step is to contact your attorney to begin the process. You may also want to consult other advisors. For example, your financial planner or broker can help with valuation, determining the tax status of specific assets, and identifying other planning concerns.

A representative of InterVarsity Christian Fellowship/USA is also available to provide information on gift planning options and opportunities that may be a good fit in realizing your goals. Remember, too, when you need to update your will to meet changing objectives, making alterations is relatively simple and does not automatically require preparing a new will.

Where philanthropy fits

Including a gift to InterVarsity in your will accomplishes two important objectives:

- Your gift becomes a part of your legacy because it makes a distinct impact on the philanthropic work that means the most to you. We will treasure your gift, and the people you care about will remember your generosity.
- Charitable gifts can also provide tax advantages. Your advisors can help you identify the potential tax advantages associated with specific gifts you make in your will. Our gift planning team is also happy to provide assistance and information whenever you need it.

Making a difference with a gift in your will

We are all unique individuals with our own interests and priorities. Identifying your personal planning and philanthropic goals is an important start to creating your will. Once you have identified your goals, you can consider ways to meet them. A gift in your will can be general or specific. It can be earmarked to support a particular service or program, or designated to meet overall organizational needs. You may already have a clear idea of the philanthropic legacy you want to leave, but since your choices are completely personal, they should reflect your distinct goals and objectives. You can:

- Make a gift of a specific asset or amount of money.
- Leave a percentage of your estate to InterVarsity.
- Provide a residual gift—what is left in your estate after all other obligations have been met.

The probate process

Probate refers to the legal process for transferring property when an estate owner dies. It requires presenting documents to a probate court and going through a multi-step procedure to settle the estate. When a person dies with a valid will in place, the court accepts the will and probate begins. Since court proceedings are a matter of public record, every will is available for public inspection. By contrast, a revocable living trust is not subject to probate, which means estate distribution is direct and completely private.



Trusts: where do they fit?

Trusts are another way to arrange and manage assets. A trust is a legal entity that can own property and, like a will, provide instructions for managing and distributing that property. There are two general types of trusts—testamentary trusts and living trusts. Testamentary trusts are created in a will and are irrevocable after someone dies. Revocable living trusts are frequently created by estate owners in addition to a will because these trusts are flexible as long as the grantor is alive and competent and they avoid court interference at death.

Like a will, a revocable living trust can provide peace of mind and clarity of intent while serving as an effective way to facilitate estate settlement. Unlike a will, a revocable living trust can pass property immediately and directly to named beneficiaries outside of the probate court process.

Beneficiary designations

Although a will is subject to probate, not all assets pass by will. Assets not subject to probate include all property held as joint tenants with rights of survivorship, assets that require a beneficiary designation, and assets held in the name of a trust or with a trust named as the beneficiary. Life insurance proceeds and retirement accounts, for example, are passed directly to designated beneficiaries, as are accounts with payable-on-death designations.

Be sure to consult your financial and legal advisers in considering any planned gift.

Sample Language for Donor Documents

If you are creating a new will or trust, simply adding a codicil to a will, or amending an existing trust, the following sample language may be useful to you and your estate planning attorney. This is not a substitute for the language your attorney will incorporate in your will or trust. We urge you to secure the services of an attorney competent in estate planning in your state.

Percentage Gift

A percentage estate gift involves leaving a specific percentage of your overall estate to support general ministry purposes.

I/We give and devise to InterVarsity Christian Fellowship/USA, located in Madison, WI, _____% of my/our total estate to be used to support its general ministry purposes.

Residual Gift

A residual estate gift comes to us after your estate expenses and other gifts are paid.

I/We give and devise to InterVarsity Christian Fellowship/USA, located in Madison, WI, all (or state a percentage) of the rest, residue and remainder of my/our estate, both real and personal, to be used to support its general ministry purposes.

Specific Gift

A specific amount of money or item of property may be given.

I/We give and devise to InterVarsity Christian Fellowship/USA, located in Madison, WI, the sum of \$_____ (or describe property), to be used to support its general ministry purposes.

Contingent Gift

InterVarsity can be named as a contingent beneficiary.

If (insert name) is not living at the time of my demise, I give and devise to InterVarsity Christian Fellowship/USA, located in Madison, WI, the sum of \$_____ (or describe property or include wording for residual gift), to be used to support its general ministry purposes.

Note: Please contact us first if you prefer that we use your gift for a specific ministry or program.

Please provide the following information to your attorney:

Legal Name: InterVarsity Christian Fellowship/USA

Location: Madison, WI

Tax ID Number: 36-2171714

Retirement Plan Beneficiary Designation

You may name InterVarsity Christian Fellowship/USA as a beneficiary of your IRA or qualified retirement plan (such as a 401(k), 403(b), Keogh, or profit-sharing pension plan). To do so,

simply contact your plan custodian for a Change of Beneficiary form.

Passing such assets on to heirs can result in heirs paying income tax on the gift at their rate, and in your estate paying taxes (state and/or federal). Alternatively, naming InterVarsity as a retirement plan beneficiary and passing other less tax-burdened assets to heirs may mean less taxes for them and your estate. Be sure to consult your tax advisor regarding your circumstances.

Other Beneficiary Designations

InterVarsity can be added as a beneficiary of an insurance policy. Money held in brokerage and banking accounts can be directed to InterVarsity. Contact your insurance agent or the administrator of your financial account for procedures

Estate and Gift Planning Options

Making a planned gift—whether by including a gift to InterVarsity in your will or by naming us as the beneficiary of a charitable remainder trust, life insurance policy, or retirement fund—provides essential support for our future. When you make a gift in your will, you retain full use of your property during life, so there is no disruption of your lifestyle and no immediate out-of-pocket cost. You can also state exactly how you want your bequest to be put to use.

For a deeper look into various estate gift topics, you may explore our [Planned Giving Resources Website](#). For specific information on how these gifts might work for you, contact us to inquire about estate and gift planning at:

InterVarsity Christian Fellowship/USA

Estate & Gift Planning
giftplanning@intervarsity.org
608.443.3748

P.O. Box 7895
Madison, WI 53707-7895



LEGACY FELLOWSHIP

Legacy partner gifts sustain and propel the growth of the foundational elements of InterVarsity—Scripture engagement, evangelism, and discipleship. Gifts from legacy partners demonstrate confidence in the future ministry of InterVarsity and encourage others to do so. Ministry partners who confirm a legacy gift to InterVarsity are members of the Legacy Fellowship.

Partner Opportunities

- **Quarterly briefing calls with the President and other leaders**—Legacy Fellowship members will receive periodic invitations to join calls hosted by President Tom Lin or other national leaders. These calls will provide detailed information to encourage and guide you as you pray for our 2030 Calling and for our efforts to reach every corner of every campus.
- **A subscription to the Intercessor prayer guide**—Prayer undergirds all we do at InterVarsity. Legacy Fellowship members can connect to the Campus Connection email for the latest stories of God’s ongoing work across campuses, key prayer requests, and resources to help you grow in your own walk with Jesus.
- **Invitations to special events**—Legacy Fellowship members will receive special invitations to national, regional, and campus events (such as Urbana and Staff Conference) to gain a firsthand glimpse of InterVarsity’s ministry.
- **The opportunity to serve as a Legacy Ambassador**—Legacy Fellowship members may serve as Legacy Ambassadors to help encourage long-term ministry partners and alumni to consider a legacy gift.
- **A lifetime IVP discount**—InterVarsity Press has generously provided a discount of 50% for Legacy Fellowship members.
- **Our *Faithful Generosity* newsletter**—Published three times a year by the Estate & Gift Planning Team, our newsletter will provide you with timely information about estate giving opportunities and strategies, plus information on other tax-related issues. Each issue offers an expanded guide on a key topic.
- **A legal information session**—If you need to review your estate plan and related documents, InterVarsity’s Estate & Gift Planning Team will provide a no-cost, no-obligation call with a law firm with expertise in estate planning and elder law. Contact a member of the Estate & Gift Planning Team to arrange a conversation.

If you are currently considering meeting your philanthropic goals by making a planned gift, reach out for more information. We would be happy to help you and your advisors select and complete a gift.

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Up-to-date records of assets and beneficiary designations

While a will and other estate planning documents, once executed, have a fairly long shelf life, assets and liabilities change on an almost daily basis. Creating, maintaining, and updating a list of everything you own and owe will be invaluable to whoever settles your estate. That list should include bank and brokerage accounts, closely held business interests, real estate, and tangible personal property, such as fine art, antiques, jewelry, and other valuable collectibles.

Since certain valuable assets pass by beneficiary designation, it is also important to review and update these designations, especially if you have had any changes to your family, such as marriage, divorce, or the birth of a child.

It is wise to record the names and contact information of your important advisors and health care providers, as well as any information that may be helpful to people acting on your behalf. You should also create a list of digital accounts and passwords.

Getting started

The following questions are designed to help you address the key factors to consider as you write or update your will.

- **What are your primary objectives in this process?** This may include providing financial security for specific family members or care for a dependent, ensuring an equitable distribution of assets, minimizing estate taxation, or carrying out personal philanthropic goals.

Notes:

- **Who will you name as beneficiaries of your estate planning, and how do you specifically intend to benefit them?** You might designate specific property or amounts, for example, or a stated percentage of your estate.

Notes:

- **What is the best way to deal with business interests, business relationships, or other special or unique obligations?**

Notes:

- **Who will you select to fill key roles?** This includes the executor and/or trustee, and perhaps a guardian for minor children or adult dependents.

Notes:

- **Will you create or continue your charitable legacy to meaningful organizations, or even specific programs or services?** Have you thought about some of the most effective ways to incorporate any intended gifts into your estate plan?

Notes:

Reminders

Things I need to do

Questions

Questions I need to ask

Information checklist

This checklist serves as an overview of information you should have available. Review the checklist before and after completing the Record of Key Planning Information.

- _____ Personal information
- _____ Individual and family background, including information for current/former spouse(s)
- _____ Employment, compensation, and benefits information (salary, retirement accounts)
- _____ Will information
- _____ Trust information
- _____ Real estate holdings (residential and nonresidential)
- _____ Retirement account holdings (outside of any current employer plan)
- _____ Investments (stocks, bonds, mutual funds)
- _____ Bank accounts and certificates of deposit (CDs)
- _____ Life insurance policies
- _____ Business interests
- _____ Tangible personal property
- _____ Liabilities/debts
- _____ Personal advisors (names and contact information)
- _____ Location of key documents (e.g., power of attorney, healthcare proxy, living will)
- _____ Usernames and passwords for online accounts

RECORD OF KEY PLANNING INFORMATION

Information contained here is current as of (date): _____

Individual and family background

Name _____ Email _____ Phone _____

Legal residence _____

Date and place of birth _____ Social Security # _____

☐ married ☐ single ☐ divorced ☐ widowed

Marriage (date and place) _____

Prior marriages (date and place) _____

Spouse

Name _____ Email _____ Phone _____

Legal residence _____

Date and place of birth _____ Social Security # _____

Children

NAME	DATE AND PLACE OF BIRTH	SSN
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other close relatives

NAME, RELATIONSHIP, ADDRESS OR CONTACT

More information and notes about special circumstances or considerations

Employment, compensation, and benefits

Employer

Date of hire

Position/title

Salary \$

per

Bonus/commission

Check all that apply:

INSURER

☐ Medical Insurance

☐ Group Life Insurance

☐ Disability Insurance

HELD BY	BENEFICIARY	FORM OF PAYOUT
☐ Traditional IRA		
☐ Roth IRA		
☐ Pension		
☐ 401(k) Plan		
☐ Other employment benefits		

Spouse

Employer _____ Date of hire _____ Position/title _____

Salary \$ _____ per _____ Bonus/commission _____

Check all that apply:

INSURER

☐ Medical Insurance _____

☐ Group Life Insurance _____

☐ Disability Insurance _____

HELD BY

BENEFICIARY

FORM OF PAYOUT

☐ Traditional IRA _____

☐ Roth IRA _____

☐ Pension _____

☐ 401(k) Plan _____

☐ Other employment benefits _____

Will

Have you executed a will? _____ Date of execution _____

Name and address of drafting attorney(s) _____

Name and address of executor of will _____

Special instructions to executor or beneficiaries

Has your spouse executed a will? _____ Date of execution _____

Name and address of drafting attorney(s) _____

Name and address of executor of will _____

Special instructions to executor or beneficiaries

Trusts

Have you created a living trust agreement? _____ How many? _____

Trust one

Is this agreement ☐ revocable? ☐ irrevocable? ☐ related to a pour-over provision in your will?

Names and addresses of the trustees _____

Names and addresses of the beneficiaries _____

Approximate value of the trust \$ _____

Properties in the trust

Trust two

Is this agreement ☐ revocable? ☐ irrevocable? ☐ related to a pour-over provision in your will?

Names and addresses of the trustees

Names and addresses of the beneficiaries

Approximate value of the trust \$

Properties in the trust

Name and address of the attorney drafting the trust(s)

Have you executed

☐ power of attorney?

☐ health care proxy?

☐ living will?

Inventory of assets

Residential real estate

Location #1

Description

Approximate value \$

Mortgage \$

Lender

If the property is not in your name alone, who is/are the co-owner(s)?

Is there a right of survivorship?

Location #2

Description

Approximate value \$

Mortgage \$

Lender

If the property is not in your name alone, who is/are the co-owner(s)?

Is there a right of survivorship?

Nonresidential real estate**Location of property #1**

Description

Approximate value \$

Mortgage \$

Lender

Is property leased?

Name of lessee

Duration of lease

Annual rent \$

If the property is not in your name alone, who is/are the co-owner(s)?

Is ownership

☐ tenancy-in-common?☐ joint tenancy?☐ community property?**Location of property #2**

Description

Approximate value \$

Mortgage \$

Lender

Is property leased?

Name of lessee

Duration of lease

Annual rent \$

If the property is not in your name alone, who is/are the co-owner(s)?

Is ownership

☐ tenancy-in-common?☐ joint tenancy?☐ community property?

IRAs and other retirement savings

NAME/TYPE OF ACCOUNT	QUALIFIED/ NONQUALIFIED	VALUE	ADMINISTRATOR/ CONTACT INFO

Stock

BROKERAGE ACCOUNTS	ACCOUNT NUMBER	OWNER/TOD BENEFICIARY (IF ANY)

Bonds

BROKERAGE ACCOUNTS	ACCOUNT NUMBER	OWNER/TOD BENEFICIARY (IF ANY)

Mutual fund shares

BROKERAGE ACCOUNTS	ACCOUNT NUMBER	OWNER/TOD BENEFICIARY (IF ANY)

Bank accounts and certificates of deposit

Checking accounts

BANK	ACCOUNT NUMBER	CO-OWNER (IF ANY)	POD BENEFICIARY (IF ANY)

Savings accounts

BANK	ACCOUNT NUMBER	CO-OWNER (IF ANY)	POD BENEFICIARY (IF ANY)

Certificates of deposit

Institution holding	
Amount \$	Maturity date
Co-owners (if any)	
POD beneficiary (if any)	

Institution holding _____

Amount \$ _____ Maturity date _____

Co-owners (if any) _____

POD beneficiary (if any) _____

Life insurance policies

Policies on your life

Company _____ Policy number _____

Principal amount \$ _____ Cash value \$ _____

Beneficiaries _____

Loans against the policy \$ _____

Location of policy _____

Company _____ Policy number _____

Principal amount \$ _____ Cash value \$ _____

Beneficiaries _____

Loans against the policy \$ _____

Location of policy _____

Company _____ Policy number _____

Principal amount \$ _____ Cash value \$ _____

Beneficiaries _____

Loans against the policy \$ _____

Location of policy _____

Policies you own on the life of another

Policy on the life of

Company _____ Policy number _____

Principal amount \$ _____ Cash value \$ _____

Beneficiaries _____

Loans against the policy \$ _____

Location of policy _____

Policy on the life of

Company _____ Policy number _____

Principal amount \$ _____ Cash value \$ _____

Beneficiaries _____

Loans against the policy \$ _____

Location of policy _____

Policy on the life of

Company _____ Policy number _____

Principal amount \$ _____ Cash value \$ _____

Beneficiaries _____

Loans against the policy \$ _____

Location of policy _____

Business interests

Nature of ownership

Do you have ownership in a business? _____

Is the business ☐ a sole proprietorship? ☐ a partnership? ☐ a corporation? ☐ C ☐ S
☐ a family limited partnership? ☐ a limited liability company?

If you do not have sole interest, what is the percent of your ownership? _____

The other owners of the business are:

NAME	AGE	PERCENTAGE OF OWNERSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sale of the business after death

Is your estate committed to sell the business after your death? _____

Indicate the parties to this agreement _____

Date of agreement _____

Sources of funds to carry out transaction _____

What is the value of the business _____

Your interest in it _____

Tangible personal property

If you maintain a list of your valuable possessions, where is the list located? _____

Indicate the major items of value within each category:

Automobiles _____

Home furnishings _____

Jewelry _____

Antiques and art

Other tangibles

Other assets

Liabilities

I owe money or am financially obligated to _____

Amount \$	Location of note	Due date
100	100	100

Collateral

Terms of payment _____

I owe money or am financially obligated to _____

Amount \$	Location of note	Due date

Collateral

Terms of payment

Credit cards

ACCOUNT	CARD NUMBER	CONTACT
---------	-------------	---------

Personal advisors

NAME, ADDRESS	TELEPHONE NUMBER / EMAIL ADDRESS
Attorney	
Trust Officer	
Accountant	
Philanthropic and gift planning contacts	
Investment broker	
Insurance agent	
Financial planner	
Physician(s)	
Clergy	
Other	

Location of key documents

Birth certificate	_____
Marriage certificate	_____
Prenuptial agreement	_____
Divorce papers	_____
Naturalization (citizenship) papers	_____
Passport	_____
Employment records (including benefits)	_____
Tax returns	_____
Last will and testament (original)	_____
Funeral/burial instructions	_____
Deeds to real estate	_____
Equities, banking, financial information	_____
Living will	_____
Power of attorney	_____
Health care proxy	_____
Safe deposit box	_____
Business buy-sell agreements	_____
Username and passwords	_____
Additional notes	_____

NOTES



Feel free to contact us for information about estate planning.

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