

# COVER YOUR A\$\$ETS

THE STEP-BY-STEP ESTATE PLANNING WORKBOOK



[www.yourestateplan.online](http://www.yourestateplan.online)

# Contents

- 1.INTRODUCTION**
- 2.ABOUT YOUR TRUST**
- 3.YOU + YOUR SPOUSE**
- 4.SUCCESSOR TRUSTEE**
- 5.DISTRIBUTION + CHILDREN**
- 6.CHILDREN CONTINUED**
- 7.CHILDREN + GUARDIANS**
- 8.POWER OF ATTORNEY**
- 9.FINANCIAL POWER OF ATTORNEY**
- 10.MEDICAL POWER OF ATTORNEY**

# INTRODUCTION

This workbook contains information that should not be shared, please be sure to keep it in a secure place on your device and/or printed and kept in your home.

## **What are the 2 types of estate plans we offer?**

**A Will:** A legal document that expresses a person's wishes as to how their property is to be distributed after their death and as to which person is to manage the property until its final distribution.

**Revocable Living Trust:** An estate plan meant to help you in organizing your affairs both during your lifetime and in the event of disability or death. It provides important information for you, your family, and your successors. It also provides legal authorization for when you become incapacitated. The Trust document is a plan is carried out in accordance with your wishes.

The following pages will walk you through created a Revocable Living Trust, the most secure and most beneficial type of estate plan. This estate plan will avoid the need for probate proceedings at the time of your death. It will also eliminate the need for conservatorship court proceedings in the event of your disability.

If you are interested in creating a Will or Testament, [click here](#).

Please feel free to contact us, or a licensed estate planning attorney in your area at any time for additional explanation.

Phone: (775) 378-1275  
Email: [Info@YourEstatePlan.Online](mailto:Info@YourEstatePlan.Online)

## ABOUT YOUR TRUST

A Trust is designed to accomplish several things, including:

- Avoiding probate on all assets transferred to the trust.
- Reducing the risk of a Will contest by creating a plan that is less easily attacked.
- Avoiding or reducing death taxes (depending on the size of your estate).
- Protecting the privacy of your estate plan.
- Passing what you have to whom you want, when you want, and how you want.

When you create a Revocable Living Trust, you are considered the initial Trustors and Trustees of your trust. A trust is managed by the trustees., and since you are technically the Trustee, you have elected to act as the initial Trustee(s) of your trust and to retain all control over your assets so long as you are alive, willing, and able to do so. All trustees have the duty to follow the instructions of the trust very carefully. They act in a fiduciary capacity, under a duty of trust, and they must follow both the letter and the spirit of the Trust Agreement.

The Trust has the power to operate only regarding assets and property that are actually physically transferred to the trust. Unless you can produce a document that shows the ownership of a particular asset in the name of the trust, that property will probably not be considered as being owned or managed by the trust. Property not controlled or owned by the trust may, and usually is, subject to probate in the event of your death.

# YOU AND YOUR SPOUSE

Please fill out each of the following questions to the best of your ability.

1. Your full legal name:

2. Your email address:

3. Your phone number:

4. Your home address:

5. Is this a Joint Trust or a Single Trust?

☐ Joint

☐ Single

A joint trust covers both spouses and offers provisions to protect both!

6. Your spouse's full legal name

7. Your spouse's home address:

8. Your spouse's phone number:

9. Your spouse's email address:

10. What would you like the Trust to be called? Most people use their last name.

11. Do you own any additional homes, land, condos, or timeshares?

## SUCCESSOR TRUSTEES

12. The Trust is for your lifetime, for your benefit and wellbeing. You/you and your spouse (if a joint trust), is/are the initial Trustee(s), who manage the Trust. When you are alive, you will manage your trust as you do with your assets now. When you pass away or are unable to manage the trust, who would you like to be your first Successor Trustee? What is their full name?

13. 1st Successor Trustee's Address:

14. 1st Successor Trustee's Phone Number:

15. Name of 2nd Trustee. If your first selection is not available, who do you want as your 2nd selection?

16. 2nd Successor Trustee's Address:

17. 2nd Successor Trustee's Phone Number:

18. Name of 3rd Trustee. If your second selection is not available, who do you want as your 3rd selection?

19. 3rd Successor Trustee's Address:

20. 3rd Successor Trustee's Phone Number:

21. You can have your Successor Trustees work together as Co-Trustees. Would you like your Successor Trustees listed above to work together?

☐ Yes

☐ No

## DISTRIBUTION AND CHILDREN

**22. Distribution: Who do you want your Trust Estate to go to?**

**23. Do you have children? If so, please complete the section below. If not, skip to question 52.**

**24. 1st child's name:**

**25. 1st child's address:**

**26. 1st child's phone number:**

**27. 1st child's date of birth**

**28. 2nd child's name:**

**29. 2nd child's address:**

**30. 2nd child's phone number:**

**31. 2nd child's date of birth**

## CHILDREN CONTINUED

**32. 3rd child's name:**

**33. 3rd child's address:**

**34. 3rd child's phone number:**

**35. 3rd child's date of birth**

**36. 4th child's name:**

**37. 4th child's address:**

**38. 4th child's phone number:**

**39. 4th child's date of birth**

**40. If there are more than 4 children, please enter the additional child(rens) name(s), address, phone number, and date of birth in the space provided below:**



## CHILDREN AND GUARDIANS

**41. Are any of the above listed children under the age of 18 years old? If not, please skip to question 52.**

☐ Yes

☐ No

**42.If there are child(ren) who are under the age of 18, and you/and your spouse, were to pass away, who would you like to be the guardian of your children?**

**43. 1st guardian address:**

**44. 1st guardian phone number:**

**45. If your first choice is not available or unwilling, who would be the 2nd guardian to children?**

**46. 2nd guardian address:**

**47. 2nd guardian phone number:**

**48. If your 2nd choice is not available or unwilling, who would be the 3rd guardian?**

**49. 3rd guardian address:**

**50. 3rd guardian phone number:**

**51. If you would like any other additional guardians listed, add them here:**

# POWER OF ATTORNEY

A Power of Attorney document gives one or more persons the power to act on your behalf as your agent for financial and medical decisions. A power of attorney allows you to choose who will act for you and defines his or her authority and its limits if any.

The financial power of attorney is for financial matters, such as paying your mortgage, accessing your bank accounts, and having to pay your everyday bills.

The power of attorney for medical decisions is set in place so that your selected agent can make medical choices for you while you are incapacitated and unable to speak for yourself and to advocate for your care.

On the following pages, you will list your chosen agents for these roles.

# FINANCIAL POA

**52. 1st Agent's full name:**

**53. 1st Agent's address:**

**54. 1st Agent's phone number:**

**55. If your 1st Agent is not available or unwilling, who would be your second agent?**

**56. 2nd Agent's address:**

**57. 2nd Agent's phone number:**

**58. f your 2nd Agent is not available or unwilling. Who would be your third selection?**

**59. 3rd Agent's address:**

**60. 3rd Agent's phone number:**

# MEDICAL POA

**61. 1st Agent's full name:**

**62. 1st Agent's address:**

**63. 1st Agent's phone number:**

**64. If your 1st Agent is not available or unwilling, who would be your second agent?**

**65. 2nd Agent's address:**

**66. 2nd Agent's phone number:**

**67. If your 2nd Agent is not available or unwilling. Who would be your third selection?**

**68. 3rd Agent's address:**

**69. 3rd Agent's phone number:**

**70. If this is a family trust, and the selection for the medical power of attorney is different for your Spouse, please write their selections here.**

# Next Steps

Now that you've filled out the entirety of this workbook, it's time to put it into action! Afterall, this workbook is not a legal document and does not count as a legal estate plan.

To get started on filling out your estate plan, you can choose from one of these services:

Fill it out by yourself, using our affordable secure, and attorney-reviewed templates (plus step-by-step videos) [here](#).

Have Lindsay Wheeler, founder of Your Estate Plan Online and High Sierra Legal, create the estate plan for you and review 1:1 with you once it's created by [filling out the form here](#).

Have questions about next steps or how to legally create and complete your Revocable Living Trust? Reach out to us at [info@yourestateplan.online](mailto:info@yourestateplan.online)

# Next Steps

Now that you've filled out the entirety of this workbook, it's time to put it into action! Afterall, this workbook is not a legal document and is not considered a legal estate plan.

To get started on filling out your estate plan, you can choose from one of these services:

Fill it out by yourself, using our affordable secure, and attorney-reviewed templates (plus step-by-step videos) [here](#).

Have Lindsay Wheeler, founder of Your Estate Plan Online and High Sierra Legal, create the estate plan for you and review 1:1 with you once it's created by [filling out the form here](#).

Have questions about next steps or how to legally create and complete your Revocable Living Trust? Reach out to us at [Lindsay@highsierralegal.com](mailto:Lindsay@highsierralegal.com).



Phone: (775) 378-1275  
Email: [Info@YourEstatePlan.Online](mailto:Info@YourEstatePlan.Online)  
[www.yourestateplan.online](http://www.yourestateplan.online)