



ESTATE PLANNING 101

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OUR OBJECTIVE IS TO ASSURE THAT ALL LEGAL AND PERSONAL MATTERS ARE HANDLED UPON MY DEATH

Reduce the burden and inconvenience on loved ones as much as possible.

Your Data and Documents

Your Possessions and Assets

Your Care

Your Legacy

DATA AND DOCUMENTS

Summary of Personal Information birthday, Social Security, Texas drivers, Medicare number, mortgage Information

Create a username and password list. Include phone, tablet, computer, email, social media accounts, etc. Consider using password software like LastPass or 1Password, or Dashlane which allows you to manage your passwords and share with others.

Review your social media accounts and decide what you'd like to happen with them when you die. Every social media platform has different options.

Document your bank, brokerage, and mutual fund accounts, including account numbers and passwords for easy access by executor, including safe deposit box. Location of bank statements and other financial info for executor.

Where can you store this information where it can easily be located.

DATA AND DOCUMENTS

- **Document any life insurance policies and beneficiaries**, including information on funeral insurance or pre-paid burial plot, if applicable
- **Make a list of bills with due dates and amounts.** Note how statements are received and payments made. Identify which bills are ongoing and which have an end date.
- **Make a list of all sources of income** including social security, investments and rent.
- **Include your will.** Consider updating it if things have changed in your life since you signed it.
- Provide contact information of all people to contact when you die.
Where can you store this information where it can easily be located.

LEGAL DOCUMENTS

Safe Deposit Box

- Last Will and Testament
- Statutory Durable Power of Attorney
- Medical Power of Attorney
- Texas Medical Orders for Scope of Treatment (MOST)
- HIPPA Release and Authorization. Allow family members access to your medical information.
- Mortgages and other loans
- Car Title and driver's license
- Deeds to properties
- Birth Certificate
- Pre-marital agreements, divorce decrees, and other documentation useful for executor.

Blue items needed
during emergency

INSURANCE POLICIES

Provide location, policy and id numbers, contact info, etc.

- Health Insurance/Medicare/Medigap-Documentation
- Long Term Care
- Homeowners, flood, auto, business and other insurance policies
- Life Insurance Policy
- Be aware that you can get a cash settlement on current life insurance policies. Cash to spend now. See [Joe Melham](#) 281-679-5100.

YOUR POSSESSIONS AND ASSETS

- **Write a will.** Do so now with online will, and then meet attorney. Designate and communicate to executor. Compensation?
- All financial accounts should have beneficiaries
- Transfer on death deed for real estate
- **Designate meaningful items to be given away to specific people.** Consider doing so now, rather than spelling it out in your will.
- **Reduce the burden of getting rid of your stuff by doing it now**
- **Identify the location of any cash you** have stored for emergencies
- Identify valuable jewelry and other artifacts and mementos.

Executor and Loved Ones Need to Know Location of Important Stuff

- identifying the location of important things such as the deed to your house
- The title and keys to your car, house and office
- Social Security, Medicare card
- Safe deposit box key and location. Joint access best
- Veterans discharge papers (DD-214). Location and access to storage unit
- Other financial data such as tax returns, accountant information, brokerage contact

YOUR CARE

- **Create an advance directive**, a document that articulates your wishes concerning medical treatments at the end of your life and designates an individual—your healthcare agent—to ensure those wishes are honored should you no longer be able to speak for yourself. Provide to your healthcare agent or trusted family/friends.
- **Talk to your physician** about your advance directive. Explore whether or not your wishes can be turned into a [POLST/MOLST \(Physician/ Medical Orders for Life-Sustaining Treatment\)](#)
- **Consult tools and resources** like for creating an end of-life care plan at [MyDirectives.com.](#)
- **Have multiple conversations with your healthcare agent about your wishes.** Talk about what you want. This can be a serious conversation, or it can be full of laughs. You decide how this conversation goes

YOUR LEGACY

- **Write your own obituary.** Doing so will give you control over how you are publicly remembered.
- **Plan for your funeral /remembrance ceremony.** Location, speakers, music, readings? Write down and share your vision and communicate to love ones.
- **Write down instructions for your final disposition.** What do you want to happen to your body when you die?
- **Create a message for loved ones.** Write a letter, make a video, whatever you think will be most meaningful for the people who matter most.

ON-LINE RESOURCES

[Mydirectives.com](https://mydirectives.com)

[POST - Physician Orders for Scope of Treatment
Estate Planning](#)

[Write a Will](#) Be aware that wills can get very complicated and that is best to engage an attorney to do it right.

[Texas Talks-Supporting Conversations That Matter](#)

[A Beginner's Guide to the End: Practical Advice for Living Life and
Facing Death Kindle Edition](#)

BREAKOUT SESSION

Download the PDF of the presentation from the Chat

In your group discuss the following

- On a scale from 1-10 how well are you now prepared for these important matters?
- What impact will your number have on your family members?
- What actions will you take in the next month to raise your number to 10?

You will have 30 minutes.