



INSTITUTE *for* PREPARING HEIRS®

FAMILY GUIDEBOOK

10 Conversations All Families Can Have



About This Guidebook

This Guidebook was created to help families prepare for wealth transfer – from spouse to spouse and parents to children and grandchildren. Here, we introduce 10 conversation topics and actions families can take to build and inspire trust and honest communication by finding common ground through a shared sense of purpose.

Preparing Your Family *for* Wealth Transfer is Key to Retaining It

Whether you're in the process of planning for wealth transfer or giving over time, the topics in this Guidebook are best discussed when all family members are together for a specific purpose. Family meetings can be one of the most useful practices to preparing for, and contributing to, a successful wealth transfer.

The Power of Family Checklists

Many professionals, such as pilots and doctors, have come to rely upon checklists to streamline complex processes, add clarity and direction to achieve optimal outcomes. Now, families can use them too. Family checklists serve to clarify priorities, check progress and serve as reminders of actions to take on topics important to the success of the family, today and in next generations. Each conversation topic in this Guidebook includes a family checklist.



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What is Family Wealth?

It's Not Only The Money



Family wealth includes resources and assets in all forms — cash, bonds, equities, ownership interests and real property, as well your family name, knowledge, health, spirituality, family unity and support of community.

“My ultimate goal for my children is that they grow up to be self-confident, engaged citizens leading meaningful lives.”

– Boston College Center on Wealth and Philanthropy Survey Respondent

What's at Stake When Family Wealth Passes to Beneficiaries

One of the biggest challenges your family faces when passing wealth to beneficiaries has little to do with the size of the estate and the preparation of the assets. It has to do with *how well prepared the beneficiaries are* – especially children and grandchildren – for the responsibilities that come with wealth and the ability of the family to move forward more amicably.

Research tells us that “being a good parent” is more important to many parents than the amount of wealth to be inherited. What may have started as a close-knit family as the wealth was being created, changes over time. Parents age and children marry, and form new households of their own. Spouses add a new dimension to the family dynamic. Fractures in family unity often go undetected until inheritance comes into view.

Did you know 90% of wealth transfers do not survive past the third generation? Causes include:

- Lack of trust and communication among family members
- Lack of heirs prepared for inheritance
- Lack of a mission or purpose for the family wealth (It's the family's mission, not the mission of the family business.)

Family Meetings

Conversations That Bring Families Together

Family meetings are wonderful opportunities for family decision-making, problem solving, education, encouragement and cooperation. When all members are invited, including spouses, and all voices are heard and respected, family meetings help to achieve lasting unity and prepare members for a successful wealth transfer.

Why Family Meetings?

Family meetings have taken on a greater sense of urgency now that we're in the midst of the greatest wealth transfer in history. Over the next several decades, trillions of dollars will transfer from spouse to spouse and from parents to children and grandchildren. Unfortunately, every estate doesn't transfer well. Even the best investment and estate plans cannot shield a family (and its assets) from unresolved issues.

Family meetings provide a forum for members to build trust, open channels of communications, share common values that help give purpose and meaning for the family wealth, practice joint decision making and prepare the beneficiaries for their family roles – all key contributors to successful wealth transfer.

*A successful wealth transfer in families
is when the beneficiaries receive and manage
assets in a manner to foster
a happy, healthy and fulfilling life.*

Types of Family Meetings

Family meetings are not just casual get-togethers, whether members meet in person, by phone or virtually. They're times for encouraging conversation and hearing all voices – from the ones who created the wealth and those who will benefit from it. Begin with topics that encourage discussion and are non-controversial. Save the harder conversations for later meetings when the family is adept in open communication and shared decision making. In fact, families may want to begin meeting informally, perhaps at dinnertime, with the conversations guided by a family leader.



Is Your Family Prepared for a Successful Wealth Transfer?



1.	All family members know the family history and how their predecessors worked to arrive at the family wealth.	
2.	Our beneficiaries are familiar with the general framework of the family's estate plan , and understand how it impacts them.	
3.	Beneficiaries have been made aware of the family's estate plan, and future roles and responsibilities.	
4.	Our family has discussed the ultimate distribution of our keepsakes, art and collectibles.	
5.	We provide travel funding for family members to develop fresh perspectives, a sense of adventure and cultural diversity.	
6.	Our family is prepared in the event of a medical emergency or an unexpected health diagnosis.	
7.	Our family has a charitable giving program to foster a culture of gratitude and generosity.	
8.	Our family has discovered the values we share in common and want to pass to future generations.	
9.	Our family is getting the most from each of our professional advisors.	
10.	We have a plan in place today for our financial future and have created a pathway to prepare our beneficiaries.	

Use the checklist
on the previous page to
prioritize the family meeting
conversations your family
can be having now.



All family members **know the family history** and how their predecessors worked to arrive at the family wealth.

Giving Meaning to The Family Money

Every family's story is personal and relates to every member of the family. It's their history and it's a guide for the future. Encourage families to tell their story, discuss wealth in the context of those who created it, their vision for its purpose, their hopes for the future generations and their dreams about the impact of their wealth on the world.

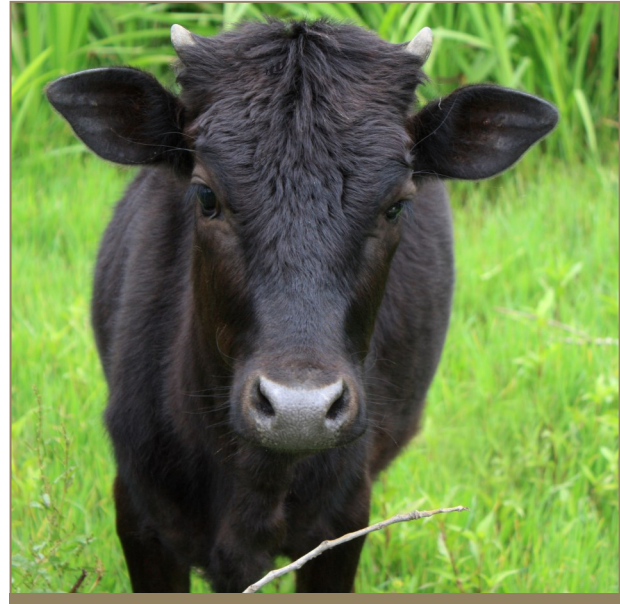
One Family's Story

Carl and his girlfriend dated all through high school. When it was time for Carl to ask her to marry him, he didn't have enough money to buy an engagement ring. But he did own a prized cow. Carl was faced with a decision. He had always made tough decisions relying upon his values. So he sold his prized cow to buy the best ring he could afford for the woman he loved. They married, had two wonderful children, and six terrific grandchildren.

And because of that decision, and the values they have shared for more than 54 years, countless lives have been blessed through their generosity.

Carl thought the story ended there. Little did he know that his prized cow did not go to the butcher. In fact, the cow produced many offspring. Through the efforts of the Future Farmers of America, and its top-notch genealogy department, a direct descendent of the prized cow was found.

Excerpt from the actual letter from his children, presenting Carl with a new prized steer 50 years later: "Sometimes you have to give up something good to get something great. The cow you sold actually thinks you made the right decision and she has passed that message along to every generation of her offspring . . . thank you for your values and for making the right decisions."



*Family stories
contain the legacies
and hopes for
future generations.*

What's Your Family Story?

While every family's story is unique, the History & Legacy Checklist on page 9 serves as a baseline for how familiar your family is about its history.

WHAT MY FAMILY CAN DO NOW

HOLD A FAMILY MEETING ON THE TOPIC OF FAMILY HISTORY & LEGACY

Describe the wealth creator during an informal family meeting around the dinner table. Invite a family leader to share the family wealth story:

- Share mannerisms, favorite phrases, habits – make the person real. Use family stories.

- Talk about the wealth creator’s legacy and its impact on the family.
- Video tape a legacy meeting with the wealth creator sharing the family story to share with future generations.

Describe the way wealth was created:

- How was the business formed, the work that was done, or product created and time involved?

- What was the path towards wealth? Was it difficult, and if so, what or who helped?

- Talk about the meaning of work, the attitude towards money, both best and hardest decisions.

Discuss the next generation’s use of, and attitudes about, money:

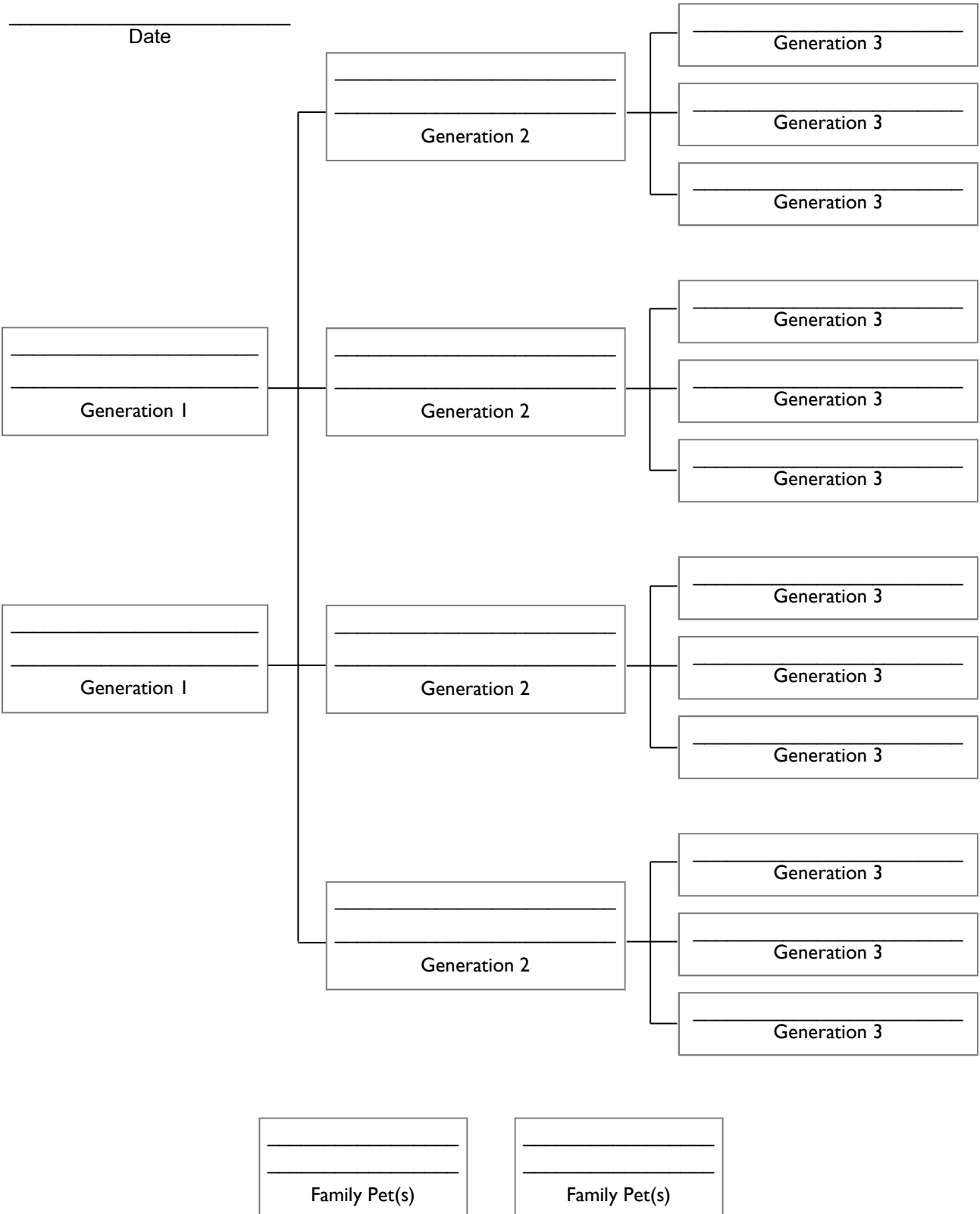
- What lessons do you want this generation to learn?

- What are the family expectations around work (paid or not)?

- What is the greatest hope for the next generation and what is the greatest fear?

- How does the family define what stewardship means?

FAMILY TREE



Family History & Legacy



Members of our family know the story about how the family wealth/family business was created .	
Our family knows our family wealth creator's personal story .	
Our family has talked about what "work" means in our family.	
Our family has used a family tree (if one exists) for illustrative purposes. (If not, ask a family member to create one.)	
Family leaders have shared their greatest hopes – and greatest fears – for the next generation.	
Our family has talked about the purpose of our wealth and how it is used toward that purpose.	
Our family has created a video to memorialize the values and intentions the trustmakers (or parents) want to pass across generations.	
Family members have shared the legacy each hopes to pass on to their children and grandchildren.	

Our beneficiaries are familiar with the **general framework of the family’s estate plan**, and understand how it impacts them.

Family Dynamics & Wealth Transfer

For many families, wealth transfer does not go well – whether assets are transferred with the estate or over time. Assets are lost and family unity breaks down. The causes most often involve family dynamics, how family members interact with each other and the family as a whole, and not due to errors in the estate documents:

- Lack of trust and communication
- No shared mission and purpose of family wealth
- No clearly defined roles available to family members

What’s Missing in Estate Planning

If you’re like most families, your estate planning has focused on the traditional pillars – to prepare assets for your heirs. But without a solid foundation focused on preparing the heirs, your family wealth and unity may be at risk.

Actions Your Family Can Take Now

Preparing for wealth transfer begins by recognizing that families must be aligned for successful wealth transfer.

Familiarizing family members with your estate planning process and who’s responsible for its implementation are important first steps.

A successful wealth transfer in families is when the beneficiaries receive and manage assets in a manner to foster a happy, healthy and fulfilling life.

Your Estate Plan is Set, But Are Your Heirs Prepared?

While one-size-does-not-fit-all families, the Family Checklist on page 13 is an indicator of how well prepared your family is today for wealth transfer. These conversations support your family’s estate plan.

Traditional Pillars of Estate Planning
... *Preparing assets for heirs*



Strengthen The Foundation
... *Preparing your heirs for assets*



WHAT MY FAMILY CAN DO NOW

HOLD A FAMILY MEETING ON THE TOPIC OF THE FAMILY'S ESTATE PLAN

The following guidelines help you to establish a process for involving family members in the estate planning process.

Focus on the process and general plan structure, and not the numbers.

This will reduce the likelihood of beneficiaries reacting poorly to the fact that perhaps they are not immediately in control of their finances. There should be more to the inheritance conversation when the children ask than “how much and when?” Over time, gradually share more details as your family comes to a consensus around your shared family values, the meaning and purpose for the wealth and the roles available to family members . . . today and in the future.

Organize all important records in a central location.

Use the Family Document Locator on the following page. Designate a trusted family member or friend with the location (and passwords/access) of your documents.

Share the key roles in your family's estate plan and what those roles involve.

For example, the executor or trustee should be someone who understands the wealth creator's wishes and intentions and will carry them out.

Encourage the beneficiaries to provide input and feedback on the current structure:

- Ask each beneficiary for thoughts and input on the terms, because the terms of the estate plan, the trust or will directly impact the inheriting generation.
- Offer beneficiaries a role in the planning itself to minimize resentment of how the estate plan is drafted.
- Offer beneficiaries the opportunity to express an interest or passion in a future role or decline the opportunity to serve in that role.



Invite the advisors to the family meeting.

A Trusted Family Advisor® can play a key role in family discussions centered around the estate plan. This will ease the burden of the wealth creator or family leader to lead these discussions. In addition, all family members can understand how and why key family advisors must work together to build a more effective estate plan. Advisors can also explain what roles are typically needed – executor, trustee, beneficiary – and what those roles involve.

Having family discussions centered around the estate plan before it's implemented, and ensuring these discussions involve the key role players and advisors, helps insure that terms of the estate plan documents are not interpreted too broadly or too narrowly.

For further guidance, especially if breakdowns in trust and communication issues are keeping your family from moving forward, ask your financial advisor or estate planning attorney for helpful resources.

FAMILY DOCUMENT LOCATOR

Name _____

Date _____

Place all of the following documents in a single location and check your progress. Designate a trusted family member or friend with the location. Be sure to know the passwords and authorizations for spouse/partner.

PERSONAL

- Original Will (Self)
- Original Will (Spouse)
- Special Estate Instructions – Written
- Special Estate Instructions – Video
- Combination to Personal Safe
- Bank Safe Deposit Box
- Trust Documents
- Power of Attorney
- Health Care Power of Attorney
- Living Will
- Birth Certificate
- Military Records
- Marriage Certificate
- Divorce Papers
- Other (e.g., Adoption Papers) _____

BUSINESS PROFESSIONAL

- Partnership/LLC Documents
- Corporate Documents
- Inventory of Business Assets
- Buy/Sell Documents
- Pension Plans
- Other Employee Retirement Benefits (e.g., Nonqualified Deferred Compensation)
- Other _____

TAX RETURNS & RECORDS

- Income Tax Returns
- Records Re: Tax Bases of Property
- Gift Tax Returns
- Other _____

INSURANCE POLICIES

- Life Insurance – Group
- Life Insurance – Individual(s)
- Property/Casualty
- Umbrella Liability
- Disability
- Income Annuities
- Other _____

FINANCIAL ASSETS

- Checking Accounts
- Money Market Accounts
- Savings Accounts
- Certificates of Deposit
- Credit Union Accounts
- Securities Accounts
- Mutual Fund Accounts
- Other _____

OTHER INSTRUMENTS/PAPERS

- Original Deeds to Real Property
- Mortgages/Leases
- Affidavits Re: Domicile
- Affidavits Re: Community Property
- Affidavits Re: Separate Property
- Passwords

Family Estate Planning



We have discussed our estate plan with our children and/or beneficiaries.	
Our beneficiaries understand the general framework of the estate plan and how it impacts them.	
Before we signed our estate planning document, our estate attorney explained what it is and what it does.	
We have discussed our estate plan with our executor, trustee(s), advanced healthcare directive(s) and power of attorney, and they understand their responsibilities and our intentions for our beneficiaries.	
The people we've designated as executor, trustee(s), advanced healthcare directive(s), power of attorney and beneficiaries are still the right ones.	
Our beneficiaries are aware of the decision made regarding future distribution of assets (e.g. equal vs fair) and why these decisions were made.	
Our beneficiaries have been made aware of who has the responsibility for our advanced health care directive(s).	
Our beneficiaries have been made aware of who we have chosen to serve as durable power of attorney for financial and property matters.	
We have a plan in place for regular communication with our estate planning attorney as our life, the law and our assets change.	
We have addressed not only obvious assets , but also discussed how to pass on our intangible family wealth.	

Beneficiaries have been **made aware** of the family's estate plan, and future roles and responsibilities.

Understanding Why Future Roles Are Important

Involving beneficiaries now in decisions regarding family money requires members to understand the roles. Most family members will be beneficiaries, but there are many possibilities beyond this. Some roles require preparation, other roles use the natural skills and talents of family members, and still other roles are the result of one's position in the family. Expectations of each role, competencies required and terms of service will help all to have a unified understanding.

One Family's Story

Assigning Roles to The Upcoming Generation

As they were signing their updated estate plan, John and Mary were asked by their attorney to carefully consider who they wanted to fill the legally required roles in their estate plan. John and Mary assigned the executor role to their oldest daughter, Emily, age 35, a software engineer and Captain in the U.S. Air Force. The next oldest, Louis, 30, a junior member of a major accounting firm, would share the trustee role with the parents and their accountant. The youngest, Janine, 27, an elementary school teacher, would not occupy a role until she reached age 30. The parents would hold the remainder of the trustee, financial management and foundation grant-making roles.

When John and Mary shared their decisions, their children's reactions were not what they had anticipated. Emily and Louis had no interest in serving as executor and trustee, respectively, and asked to be removed from those roles. Janine, who was not assigned a role, felt left out.

The parents circled back with their estate planning attorney, asking for guidance. The attorney suggested the parents call a family meeting with the stated purpose of



sharing the estate plan, explaining what roles were legally required and the qualifications/responsibilities for each role. The attorney offered to attend the meeting and lead the conversation. Taking their attorney's advice, the family meeting resulted in Emily deciding she could fulfill the executor's role. Louis decided he had no interest in serving as a trustee. Janine stepped up and convinced her parents to allow her to serve as trustee.

*Many families
name beneficiaries
as trustees or executors
but don't notify them
of that role.*

What Are The Roles And Who Wants to Prepare For Them?

The checklist on page 17 is a guide for all future beneficiaries with specific actions to ensure they honor the intent of the family and the wealth creator.

WHAT MY FAMILY CAN DO NOW

HOLD A FAMILY MEETING ON THE TOPIC OF FUTURE ROLES FOR BENEFICIARIES

Below are considerations when deciding on roles for family members:

- The responsibilities involved
- The service or performance commitment
- Methods for educating and mentoring (if needed)
- Providing feedback, continuing development, compensation (where appropriate)

Beneficiaries can identify roles they have a desire to fill, with an understanding of the requirements and terms of the role, and take the appropriate steps. When a role is assumed, the individual commits to meet the associated expectations. The family can support additional training or mentoring that may be needed, and upon the term in the role coming to an end, the individual and family can decide if a new or continued appointment is most appropriate.

Examples of Required/Legal Family Roles:

- Power of attorney
- Executor
- Trustee(s)
- Beneficiary
- Shareholder
- Corporate trustees
- Advanced healthcare directive(s)
- Guardian

Optional/Other Family Roles:

- Personal finance manager
- Family office member/head
- Board member
- Grant maker
- Investment/property manager
- Family vacation and meeting planner
- Foundation head

What roles do your family need to have filled today and in the future? And who is qualified and interested in filling the roles?

Required/Legal Family Roles:

Optional/Other Family Roles:

FAMILY ESTATE ROLES

Name _____

Date _____

Executor _____

Successor Executor _____

Trustee(s) _____

Successor Trustee(s) _____

Power of Attorney(s) POA _____

Successor POA _____

Durable Health Care POA
(Advanced Health Care Directive) _____

Successor Durable Health Care POA _____

Corporate Trustee _____

Guardian(s) _____

Guardian for Pet(s) _____

Family Roles *for* Beneficiaries



Beneficiaries have been briefed on the structure (not necessarily the amount) of the transitioning estate.	
Beneficiaries know the provisions, intentions and restrictions on the assets in the estate.	
Beneficiaries have met the family's professional advisors .	
A list of required roles (following the estate transition) have been provided by the advisors to all beneficiaries.	
The family has discussed the skills desired to fill each of the roles required by the estate, and terms of office.	
Interested family members have met with advisors to gain their input on the skills and work requirements to support each role.	
Routine reporting requirements (to the rest of the family) have been identified for each role.	
Beneficiaries appreciate the role responsibilities and whether or not an individual or a team should fill each required role.	
Beneficiaries have an acceptable plan to prepare to fill their chosen and accepted roles, integrating selected advisors.	
The family has endorsed the beneficiaries in their preferred roles, and support what is necessary for the beneficiaries to enter a particular role and be compensated.	

Our family has discussed the ultimate distribution of our keepsakes, art and collectibles.

Who Gets Grandpa's Cuff Links?

You don't have to own celebrity art, a masterpiece or rare collections for your family's personal collectibles to have special meaning to individual family members, or the family as a whole. For many families, the inheritance conversation around personal items is often ignored until the passing of a loved one, or at the suggestion of a trusted advisor.

All too often, parents asked what they plan to do with personal items, say: "Oh I'll just leave it to my children to decide." Ignoring personal items as part of the estate planning process can be costly. Collectibles may pose a risk by overlooking potential tax exposure from appreciated assets or missing out on maximizing deductions. It may seem trivial when planning for wealth transfer, but who gets grandpa's cuff links – or other sentimental items – can have a lasting impact on family harmony.

Family disputes may arise over the distribution or sale of particular items or if family members feel left out of the decision-making process.

"We looked forward to sharing the stories about our family treasures."

One Family's Story

Securing a Family Legacy

When my Mom entered her 80's, she insisted on a ritual each time the family got together. She requested that my sister and I go through the house and place our initials on those items we most loved. We looked at each other horrified! She wants us to do what? Who wants to think about loved ones not being around? But ultimately, we looked forward to sharing the stories about our family treasures.

What I didn't realize at the time was that my Mom was thinking her way through a succession plan for her favorite belongings. In her own way, she was trying to secure a legacy for both my sister and me. My parents are both gone now, and I often think about how my mother initiated a very important dialogue.



Do You Sell, Keep or Donate The Art?

The Keepsakes, Art & Collectibles Checklist on page 21 identifies important actions every collector should take as part of the succession plan.

WHAT MY FAMILY CAN DO NOW

HOLD A FAMILY MEETING ON THE TOPIC OF KEEPSAKES, ART & COLLECTIBLES

STEP ONE:

Create an inventory of your collection.

Assemble an inventory list when you meet with your Estate Planning Attorney to update your Client Trust Information Update Questionnaire. Video your art assets.

Include as much information as possible to determine which items will need to be appraised. This will be useful in determining whether to decide to sell, incurring both tax and transaction costs, to gift to family members, often through more sophisticated structures like LLCs or trusts, or to leave a legacy by donating to a charitable organization.

STEP TWO:

Share what the family owns.

Whether collected over a lifetime, or inherited over past generations, it's important to understand the scope of the collection – what it's worth, who the artists are and the history of the artwork.

Identify which pieces are significant in terms of financial value and which are important emotionally to the family. Knowing what the family owns and having a sense of the true value will be critical in determining what role the art plays in the estate planning process.

STEP THREE:

Ask your family about their interest in the keepsakes, art and collectibles.

- Speak openly with family members about the ultimate distribution of your keepsakes, art and collectibles. Knowing what piece or pieces family members are passionate about is a key determinant in deciding how you will leave your legacy. Lifestyles change, and social mores are different. Maybe your family doesn't want the responsibility of maintaining or even insuring a collection.
- Share stories with your family about pieces in your collection that have a special meaning or memory.



- Maintain an updated fair market value appraisal to make educated decisions. If not, an Art Advisor can help with the process.
- Discuss with family members who share your same passion as a collector. Have family members been involved in the thought process along the way?
- Do family members want the art, or just the dollars that come from selling the art?

STEP FOUR:

Understand how your will deals with keepsakes, art and collectibles and what if any additional planning needs to be done.

For example, often times attorneys will advise people to leave their personal tangible property to one person with instructions on how it is to be distributed. In addition to keepsakes, art and collectibles, tangible personal property might include jewelry, crystal, sterling, furs, furniture, rugs, cars, boats, etc. Keep in mind your personal property also includes family photo albums, videos/films.

Contributor: Robin Kalota, Plan Art LLC

INVENTORY of OUR KEEPSAKES, ART & COLLECTIBLES

Today's Date: _____

Name/Title: _____

Description:

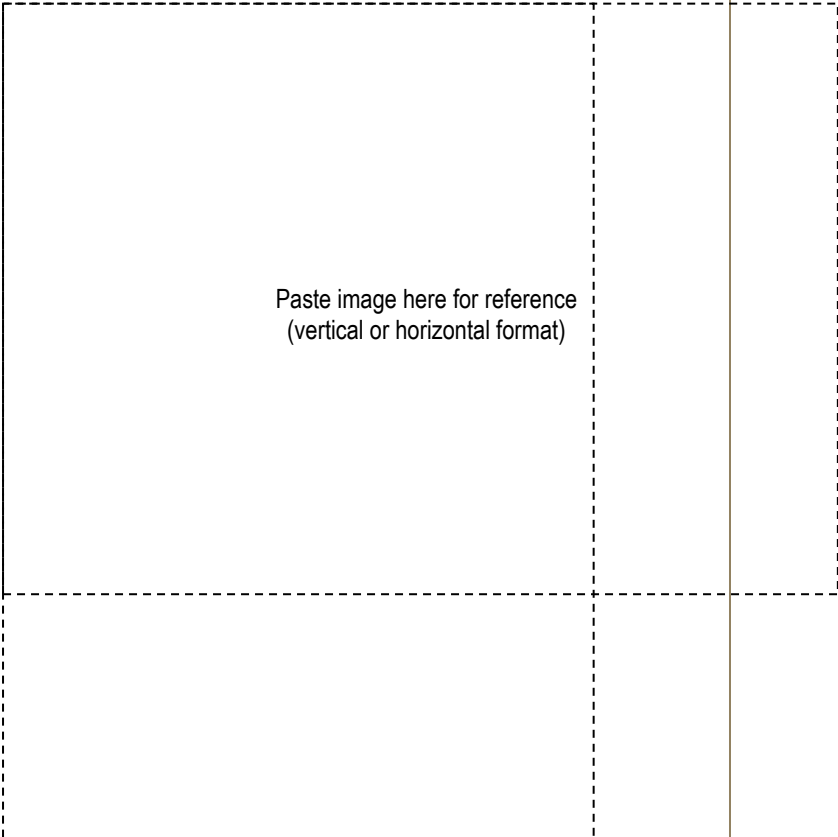
Artist (if applicable):

Dimensions (if applicable): _____

Estimate Age of Piece: _____

Appraised Value (if applicable): _____

History or Story of The Piece:



Family Keepsakes, Art & Collectibles



Our family has an updated inventory of our keepsakes, art and collectibles.	
We have retained receipts, documents, prior appraisals, insurance records, invoices and evidence of ownership for our personal assets, and our family knows how to locate them.	
Our family has discussed, and been educated about, the financial and emotional worth of our keepsakes, art and collectibles .	
Family members have had an opportunity to express individual interests in our keepsakes, art and collectibles and in order to avoid potential disputes and discord around future division of assets.	
Our family has agreed upon the ultimate distribution of our collection as it relates to our family legacy, by considering gifting, donating or selling.	
Our advisors are kept up-to-date about the scope of our collection in order to keep estate planning, tax and risk management strategies current.	
We know the current appraised value of our collectibles, and understand the impact on our estate planning decisions (e.g. transfers that optimize tax, charitable or income-driven strategies).	
Our family has insured our collectibles through our home policy or via a specialty art insurer in order to address the security of our collection and identify potential areas of risk.	
Our family has an art advisor on our trusted advisory team.	

We provide **travel funding for family members** to develop fresh perspectives, a sense of adventure and cultural diversity.

The Rewards of Travel Across Generations

One of the most rewarding gifts that families can bestow on the younger generation is the opportunity to experience and embrace cultural diversity through travel and recreational experiences. Whether it's trekking up to ancient Cambodian temples, happening upon a remote Hindu temple in Rajasthan, walking the battle-worn beaches of Normandy, or kicking a soccer ball with a group of Kenyan school students, gaining a global perspective through travel is a wonderful learning experience. Travel as a family is as much about making memories as it is about figuring out how to make decisions collaboratively, which in turn, builds unity.

One Family's Story

A Luxury Travel Advisor Shared

When each of my nieces was born, I set up a Travel Trust Fund for each of them. The beautiful document was prepared on a piece of parchment paper and presented to their parents. The document details terms in which after my nieces' 12th birthdays, they are to receive a biennial travel-related gift from me until they are married. From their early months, we played with a globe and as they grew older, I shared stories of the world and my constant travels and experiences. My nieces are now enamored and inspired by the world and the idea of travel while understanding its importance. As they eagerly waited for their Travel Trust Fund to kick in, their 12th birthdays arrived. My nieces have since been to St. Lucia, Mexico's Riviera Maya and Israel to discover our heritage. Together, as a multigenerational family, the bonding and educational experience that occurred while traveling led to unforgettable memories and the desire to learn more. After all, travel teaches you a whole lot about the world and actually brings you closer to home.



“Traveling with our kids taught me to slow down and appreciate the world from their perspective. Travel taught them that strangers are friends and that the world is full of wonder and grace.”

– Don George, [GeoEx.com/Blog](https://www.geoex.com/blog)

How is Your Family Using Travel Funds to Bring Your Family Closer Together?

The Legacy Travel Fund Checklist on page 25 identifies key actions to consider as a family.

WHAT MY FAMILY CAN DO NOW

HOLD A FAMILY MEETING ON THE TOPIC OF SETTING UP A TRAVEL FUND

Involve all family members in developing a set of rules around family-financed travel:

- Set up a family travel fund as a part of your family legacy to show that travel is important to your family today and in future generations.

- Who is eligible?

- Age appropriateness: at what age can a family member travel alone, with a friend, or group (school)?

- Are spouses/fiancés included?

- How often – once a year?

- Purpose of travel (educational, leisure, adventure, etc.)?

- Set a travel budget or lump sum – airfare (first class, coach, use of private jet), lodging (5 star hotel or youth hostel), meal allowance, in-country transportation, etc. Should family members pay a portion? What items are not included (gifts, entertainment, etc.)

- Sharing in real time – create an online travel blog to document and share travel experiences and photos with family members. And remember to keep it private!

Contributor: Dane Steele Green, Steele Luxury Travel

FAMILY LEGACY TRAVEL FUND CERTIFICATE

Legacy Travel Fund Certificate

This gift of travel in the amount of _____

is being given to _____

(Name of Family Member)

Gifted by: _____ Date: _____

©2020 Institute for Preparing Heirs

What is a Legacy Travel Fund Certificate

This certificate is a wonderful gift for family members as acknowledgment of their participation in the family's travel fund. The word "Legacy" is intended to give meaning to family's desire for members to experience travel as a way to honor what is important to the family and its shared values across generations.

How to Use Legacy Travel Fund Certificates:

- Any family member or members may be the grantor of a Legacy Travel Fund Certificate. It is not necessary to assign a dollar amount since in many instances, the Certificate will not be used until the recipient reaches a certain age or stage in life (e.g. college graduation).
- Write a letter to go along with the certificate. Explain why it is being given and what travel means to the family's legacy.
- When meeting as a family, involve all family members in developing a set of rules around family-financed travel. (Who is eligible? How often may it be used? Purpose of travel? What's included and not – gifts, entertainment, etc.?)
- Families may on occasion, want to travel as a family. It's a wonderful opportunity to spend time together. Discuss possible family travel locations and the reasons why. Allow family members to contribute to the experience by selecting a venue or activity each would like to do.

Family Legacy Travel Fund



Set up a family travel fund as a part of your family legacy to show that travel is important to your family today and in future generations.	
The family has established a set of rules around our family travel fund.	
A monetary value has been established for each travel experience.	
Destinations and a timeline have been discussed for the age and education level of each beneficiary.	
Pre-departure family meetings have been scheduled for upcoming trips.	
Family members understand their health insurance coverage for traveling, both at home and abroad.	
Family members are aware of personal safety and cybersecurity risks when traveling.	
Beneficiaries have been introduced to our family's travel advisor and know what services they provide our family.	
The family plans to set aside time during each trip to discuss new perspectives, new cultural experiences and what members have gained from this experience.	
Post-trip follow-up family meeting has been planned for the beneficiary to share his/her travel experience.	

Our family is prepared in the event of a medical emergency or an unexpected diagnosis.

Family Health Ranks as a Top Concern

While health doesn't show up on a balance sheet, it is one of a family's most valuable, and vulnerable, assets. Wealth can be passed on, but one's health can not. Planning in advance for an unexpected health crisis or medical emergency is essential to better outcomes for the family.

One Family's Story

A Vacation Abroad Turns Into a Life-Threatening Health Crisis

No strangers to international travel, Bob and Carol bid their adult children good-bye as they headed off for a well-deserved vacation to Fiskardo Bay on the small Greek island of Kefalonia, known for its beautiful sandy beaches, charming villages and stunning scenic countryside.

Shortly after arriving, while snorkeling in the crystal clear waters of the bay, Bob reached in the sand for what appeared to be a colorful shell. It turned out to be a venomous Mediterranean Cone Snail.

The snail stung Bob on the palm of his hand with its dart-like tooth, injecting its fast-acting venom.

Within hours, Bob's hand and fingers swelled, turning blue from decreased blood flow, and he began experiencing numbness in the affected area. Carol knew her husband needed immediate medical attention. Being on a small remote island off the coast of a foreign country presented a series of challenges that most tourists find themselves unprepared for. Fortunately for Bob and Carol, they were prepared.

After securing a water ambulance to take Bob to the mainland where he was transported to an air



ambulance for the flight to a major urban hospital, Carol contacted her adult children who had access to the couple's insurance policies and medical information. At the hospital, doctors were able to access Bob's medical records online. Once he was stabilized, Bob was flown to the U.S. for further treatment and a full recovery.

If the couple had not taken the necessary steps in advance of their trip, the outcome would not have been optimal.

Is Your Family Prepared For a Medical Emergency or Unexpected Diagnosis?

The Family Health Advocacy Checklist on page 29 identifies necessary actions to take now for the entire family to ensure an individual's wishes and intentions are honored if a health emergency arises at home or when traveling abroad.

WHAT MY FAMILY CAN DO NOW

HOLD A FAMILY MEETING ON THE TOPIC OF PREPARING FOR A MEDICAL EMERGENCY OR UNEXPECTED DIAGNOSIS

Preparing The Family For an Unexpected Health Event:

- Create a unified, consistent plan in the event of a family member(s) health crisis including management of logistics, communication, insurance, finance, etc.
- Ensure that a full spectrum of crisis care (beyond an Emergency Room) is available for family members who may be at an increased risk of a health crisis.
- Establish a highly accessible online secured process that provides instant access to family members' medical records, medications, allergies, etc.
- Ensure family members have broad healthcare coverage that provides benefits for complex health issues such as advanced hereditary disease, age-related disease, etc.
- Ensure family members have global supplemental insurance coverage for health services not covered by traditional health insurance policies when traveling.
- Ensure that in the event a family leader is incapacitated or has passed away, there is a clear line of succession to ensure that there is continuity in the family business.



Contributor: Carol Scott, MD – www.scotthealthadvocacy.com

Preparing For a Visit to The Emergency Room:

- Have a list of your current medications
- Have a copy of your healthcare directive form
- Have key family member or trusted friend contact information
- Have access to your medical records, preferably online 24/7
- In the event of chest pain, know your personal risk for a heart attack, and the hospital's resources regarding a cardiac catheterization lab
- Prepare questions your health advocate should ask

Engage a Family Health Advocate:

- Provide funding for retaining a Family Health Advocate for “just in time” advocacy, education, navigation for individual family members in the event of health crises, such as a new diagnosis of cancer, trauma, etc.
- Create a fund for a dedicated physician family advocate for access to world-class physicians and resources in the event of new diagnosis or medical crisis.
- An advocate can help ensure that all family members have a clear understanding of the care options and decisions required in the event of family crises, or when a member needs end of life care.
- An advocate can ensure that all adult family members have documents covering health-related concerns such as Power of Attorney, Living Wills, Do Not Resuscitate (DNR) Orders, Hospice/Palliative Care Requests, etc.
- An advocate can establish a rallying cry for a family, achieving buy-in from all family members across the generations to support family members in crises.

FAMILY MEMBER MEDICAL INFORMATION

Date: _____

Name: One sheet per family member

Health Insurance: Healthcare provider and group number

Doctor Directory: List all doctors currently involved in your health along with their contact information

Name: _____

Specialty: _____

Address: _____

Phone: _____

Name: _____

Specialty: _____

Address: _____

Phone: _____

Name: _____

Specialty: _____

Address: _____

Phone: _____

Medications: List all prescriptions and supplements you are currently taking on a regular basis, along with the dosages.

Name: _____

Dose: _____

Name: _____

Dose: _____

Name: _____

Dose: _____

Name: _____

Dose: _____

Medical History: Briefly explain any conditions that a medical professional should know about before treating you

Emergency Contacts: List at least two people who you would like contacted in the event of a medical emergency

Name: _____

Phone: _____

Name: _____

Phone: _____

Family Health Advocacy



We have in place updated medical powers of attorney, advance directives and other key documents .	
All important medical records are organized in a central location .	
Our family has a central repository of all digitized medical records with remote access worldwide 24/7 (plus access to passwords).	
We have a relationship with a dedicated physician/health advocate who can support our family in the event of a new diagnosis or medical emergency.	
Family members have contact information for their individual physicians and a list of current medications.	
A family member, trusted friend or advisor has legal access to medical records and important documents , and family members' physicians and medications.	
If a family member is incapacitated due to a serious health issue, and unable to make informed medical decisions, we have HIPPA releases and proxies in place that allow family members or trusted friends to advocate on our behalf.	
A process for communicating with all family members in the event a crisis has been established.	
When travelling abroad, we have global supplemental insurance coverage for health services not covered by traditional insurance policies.	
In the event of a family business leader becoming incapacitated, there is a clear line of succession in place.	

Our family has a **charitable giving program** to foster a culture of gratitude and generosity.



Family Giving – A Main Contributor to Successful Wealth Transfer

Most families are philanthropic in the true sense of the word. People give of their time, talent or money on a regular basis. Fostering the natural spirit of giving is one of the most effective tools in maintaining family unity and subsequently preserving family wealth. Families talking together about how they help and what they give builds a spirit of gratitude, and a sense of teamwork.

One Family’s Story More Than Just a Tax Deduction

When the business was sold, the family set up a family foundation as a tax deduction. They set up the board of directors and included their children. Each year the family of four would meet to fulfill the requirement to give away 5 percent of its assets. Initially, the money was granted to the favorite organizations of one family member. The spouse and adult children were not engaged.

Then something happened that changed everything. The family decided to begin issuing grant certificates to encourage full family participation in the giving decisions. Each member had a specific dollar amount to give. Members were asked to share what was special about their organizations and why they were passionate about helping them. At the end of the meeting, the family decided which organizations to visit during the year *as a family*.

This family has learned to make decisions together, share what they are passionate about, and embrace the legacy of giving for future generations.

Another Family’s Story Making an Impact Locally

Twelve-year-old Justin stole the show during the family meeting. He had prepared a demonstration by the local Humane Society that included pets. Justin was determined to get the family focused on his favorite charity. He invited the Humane Society director who brought over a selection of pets: a three-legged dog who loved everyone, a crow with a wing in a cast and a domesticated chipmunk. In his 10-minute presentation, Justin told the family about the Humane Society’s annual budget shortfall.

Thrilled, the family unanimously voted for Justin’s recommendation to grant money from the family foundation to the Humane Society. Then the director gracefully scooped up the animals and quietly withdrew. The parents requested that Justin follow up and report back to the family at the next family meeting.

And the family adopted the three-legged dog!

How Do You Create a Culture of Gratitude and Generosity?

The checklist on page 33 will help you determine your family’s current level of full family participation in charitable giving.

It’s not just a tax deduction after all.

WHAT MY FAMILY CAN DO NOW

HOLD A FAMILY MEETING ON THE TOPIC OF CHARITABLE PLANNING

Begin the conversation by asking family members:

- What charitable activities have you been involved in?

- If you could think of one group or organization that could really benefit from your help, what would it be?

- What has excited you?

- What is the most meaningful gift you have given?

- What or whom do you feel you have helped the most?

- Why did you make the first gift, and why did you continue giving over time?

- What stories of others giving inspired you?

- When it comes to giving/helping, who is your role model?

FAMILY GIVING CERTIFICATE



Family Giving Certificate

This certificate in the amount of _____

is being given to _____

(Name of Family Member)

To gift to an organization or cause of your choosing.

Gifted by: _____ Date: _____

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How to use Family Giving Certificates:

- Each family member, including spouses, children and grandchildren, has a specific amount to give to the cause or organization of his or her choosing
- When meeting as a family, members share what is special about their causes and why they are compelled to support these organizations
- If one family member makes a great case for what he or she is passionate about, maybe the whole family will join together to give money to the same cause

- Families may want to select an organization to visit during the year as a family. It's a great opportunity for the family to spend time together learning more about how their generosity helped the organization they support

Discuss possible joint charitable giving

Consider giving where the impact can be tracked – such as a Kiva donation or scholarship to an underprivileged student. Find ways to help younger family members translate the abstraction of giving money into knowing they have made a concrete difference, such as donations to Heifer, thus building a bridge from charity to purpose-based philanthropy.

Family Charitable Planning



Our family has had a family meeting on the topic of giving.	
Family members are encouraged to give of their time, talents and money to organizations and causes they care about and that benefits the community.	
Family members are encouraged to share those organizations and causes they have given their time, talent or money.	
Our family financially supports individual members' giving priorities (e.g. Family Giving Certificate).	
As a family, we have participated in charitable activities in our community.	
We have a Family Wealth Mission Statement that includes charitable giving .	
Family members are encouraged to practice joint decision-making when it comes to giving.	
Our family's charitable giving has made our family more unified .	
Our family uses charitable giving to teach and mentor younger family members about managing money and working as a team.	
Family members report back to the family on results of the family's charitable giving which they have supported.	

Our family has discovered the values we share in common and want to pass to future generations.

Family Values Lead to Priorities For The Use of The Family's Wealth

Identifying and prioritizing your family's core values are the first steps to creating a shared vision for the family wealth. Family values underlie priorities and priorities help make for informed decisions. Individual and family values shape how each member feels about the use of family wealth.

Keep in mind that no two families are the same when it comes to their wealth. The same is true about the core values that reflect the principals, or standards of behavior, your family holds dear. Can family members articulate the values they've seen demonstrated by their parents and grandparents?

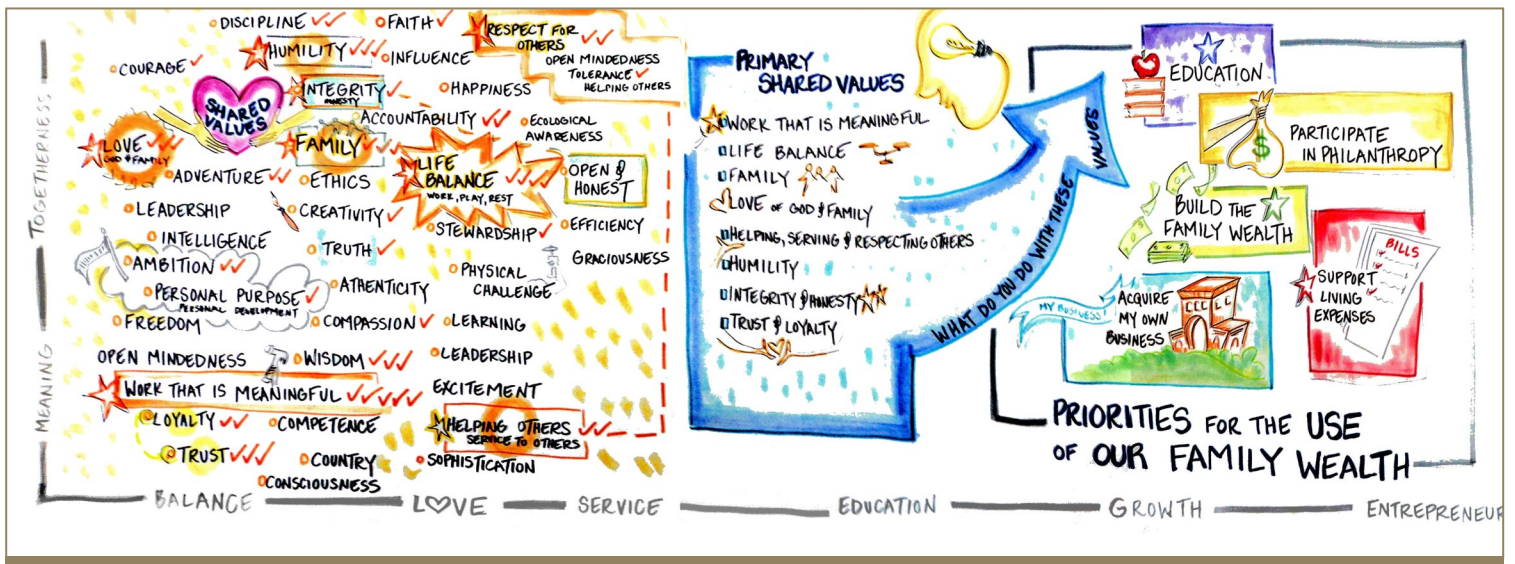
One Family's Story Bringing Family Values to Life

The family met with the main purpose of identifying the primary values shared by members. This was the start of the process of creating a Family Wealth Mission Statement that reflects the priorities for how

the family's wealth will be used, today and by the next generations. The family engaged a graphic artist to document the value discussion by illustrating everyone's values, and then, listing the primary shared values. The end result (shown below) was a creative and colorful visual narrative (4' x 20' wide) for the family to keep and share. . . forming the basis of the Family Wealth Mission Statement.

What Values Do You Share That Define The Priorities For Your Wealth?

One of the indicators of lasting family unity across generations, is how easily families talk about wealth, values and the importance of family. The Family Values Checklist on page 37 will help start the conversation in your family.



WHAT MY FAMILY CAN DO NOW

HOLD A FAMILY MEETING TO AGREE UPON THE FAMILY'S PRIMARY SHARED VALUES USING THE LIST BELOW AS REFERENCE.

- | | | |
|-----------------------------|-----------------------|---------------------|
| Abundance | Freedom | Reputation |
| Accountability | Friendships | Respect from others |
| Achievement | Generosity | Responsibility |
| Advancement and promotion | Happiness | Security |
| Adventure | Harmony | Self-respect |
| Affection (love and caring) | Health | Serenity |
| Ambition | Helping others | Sophistication |
| Arts | Honesty | Spirituality |
| Authentic | Honor | Stability |
| Authority | Humility | Stewardship |
| Beauty | Independence | Tolerance |
| Change and variety | Influence | Tranquility |
| Clarity | Inner harmony | Trust |
| Close relationships | Integrity | Truth |
| Community | Intellectual status | Wealth |
| Compassion | Intelligence | Whole life balance |
| Competence | Knowledge | Wisdom |
| Competition | Leadership | |
| Consciousness | Learning | |
| Cooperation | Love | |
| Country | Loyalty | |
| Courage | Merit | |
| Creativity | Money | |
| Decisiveness | Open-mindedness | |
| Discipline | Optimism | |
| Democracy | Organization | |
| Ecological awareness | Patience | |
| Effectiveness | Peace | |
| Efficiency | Personal development | |
| Enlightenment | Personal purpose | |
| Ethical practice | Physical challenge | |
| Excellence | Pleasure | |
| Excitement | Power and authority | |
| Expertise | Privacy | |
| Faith | Public service | |
| Fame | Purity | |
| Family | Quality relationships | |
| Fidelity | Recognition | |
| Forgiveness | Religion | |



FAMILY VALUES

Have a family member write down each member’s most important values (maximum eight each). Next, circle those values shared by the most family members. Use those values to talk about how family wealth can be used to best reflect these values.

Family Member Name	Ex: Mom					
1						
2						
3						
4						
5						
6						

The next step is to list those values that the majority of family members share in common. These are your family’s primary shared values. You may want to discuss how you can use these values to prioritize how family wealth will be used, today and in the next generations. Many families move on to draft their Family Wealth Mission Statement around their shared values. Families that align their wealth around their values, and mission, are better prepared for successful and harmonious family wealth transfer.

Family Values



Our family understands that our wealth is more than our money and real property.	
We have discussed what “family” means to us in the broader definition of family wealth.	
We have discussed what makes our family special .	
Family members have shared with each other the values each holds most important .	
We have met as a family and agreed upon the shared values the majority of family members hold most dear.	
Keeping our shared values in mind, our family has discussed and prioritized how our wealth will be used today and in future generations of family members.	
Spouses of family members were included in the above conversations.	
As a family, we agreed to meet to draft a wealth mission statement that reflects our values and priorities, and created a glossary of key terms.	
We understand that our Family Wealth Mission Statement is not our family business mission .	
We agree that our professional advisors would benefit from our Family Wealth Mission Statement , once drafted, in order to ensure our financial and estate documents reflect our shared values and priorities for how our wealth is to be used.	

Our family is **getting the most** from each of our professional advisors.

Know Who The Key Advisors Are And What Each Does

Begin by learning what each of your professional advisors is doing for you and your family today, and whether you are getting the most from each of these relationships. Do your advisors genuinely care about ensuring your entire family prospers and thrives for generations and that wealth transfers – from spouse to spouse and parent to children (and beneficiaries) – are successful? A successful wealth transfer in families is when the beneficiaries receive and manage assets in a manner to foster a happy, healthy and fulfilling life.



Putting Your Team in Place

If you are like most, you rely on your advisors for advice. Putting your team in place is like completing a puzzle with each piece representing one of your key trusted advisors. The advisors you choose will have a lasting impact on your well-being and that of your family. Keep in mind your puzzle may change over time with other advisors added as needs and circumstances change.

Are your professional advisors Trusted Family Advisors®?

A Trusted Family Advisor® is one who looks beyond the money and develops many different relationships with the entire family and addresses the family's need to be prepared for a successful transfer of wealth.

Don't wait to introduce your children to your advisors. Trusted Family Advisors® can take the lead in financial education to help them understand the basic financial terms used in conversations about investments and estate planning. Research tells us that most parents have a financial advisor who has not formed a relationship with their children. Our experience shows that children respect their parent's financial decisions and feel they would benefit by developing a relationship with their family's advisors.

Are You Getting the Most From Each of Your Professional Advisors?

Use the guidance on the following pages to have conversations when you meet with each advisor to better understand what they do for you and your family. Then choose a "lead" advisor who will communicate with your other advisors to coordinate the work they do on your behalf in order to achieve maximum results.

Use the checklist on page 41 for questions to ask when evaluating or choosing your professional advisors.

WHAT MY FAMILY CAN DO NOW

MEET WITH EACH OF YOUR PROFESSIONAL ADVISORS TO DETERMINE IF YOU AND YOUR FAMILY ARE GETTING THE MOST FROM THEM.



GETTING THE MOST FROM YOUR FINANCIAL ADVISOR

Being confident in making financial decisions is important. Your financial advisor is key in helping you manage your investments and ensuring that your family's financial needs are met. The following actions will help you get the most from your financial advisor relationship:

Fully disclose your goals and expectations for your family's wealth. Know what you own and what you owe. Full disclosure forms the foundation of a strong and lasting advisor/client relationship.

Prepare an overall financial plan including a cash flow analysis. This provides a clear picture of your family's assets, income sources, liabilities and net worth.

Determine your role in managing your investments. Do you want "to build the car" (do the research and manage the money yourself), "drive the car" (oversee the investments, not manage, and be involved in selection and process) or "be driven" (you have no time or interest to monitor the investments and know only what you should know)?

Have an Investment Policy Plan in place for all assets. This formal statement establishes disciplined investment guidelines, including goals and objectives, for managing family assets.

Track investment performance on a regular basis. This can be done monthly, quarterly or annually. Hold your advisor accountable for financial results.

Schedule consistent review meetings. Include all your professional advisors (financial advisor, estate planning attorney, insurance advisor and CPA).

GETTING THE MOST FROM YOUR INSURANCE ADVISOR

When was the last time you reviewed your insurance policies with your insurance advisor? It's important to understand how your family is insured, what policies are in place, and if you are adequately covered in the event of death of a spouse or unexpected health event. The following actions will help you get the most from your insurance advisor relationship:

Know your total household income and income sources. This will help identify what needs to be protected. What are the things that could jeopardize your income? How much income do you need? How much income do you want?

Plan to replace your income if you or your spouse becomes disabled by illness or injury. This ensures your family has a continuous income.

Have life insurance in place to ensure the family is financially secure and has sufficient liquidity in the event of death. How long are you protected? How are your policies owned?

Address the need for future long-term care. An unexpected health event can derail a family's financial future.

Know how you will care for your parents and/or in-laws as they get older. Have a plan before the need for care arises.

GETTING THE MOST FROM YOUR TAX ADVISOR

Don't wait until tax time to let your tax advisor know of changes in your financial plan, investments, unplanned expenditures, etc. that may impact the amount you will pay in taxes. The following actions will help you get the most from your tax advisor relationship.

Ask your tax advisor to review your most recent tax return with you. Know your income sources and the amount of taxes you pay each year.

Provide a copy of your trust documents and will. Your tax advisor will review for personal or business tax implications. Request a trust and/or estate tax analysis to understand the monetary flow of the written trust document.

Discuss the tax strategy on an annual gift giving program to your beneficiaries or setting up a 529 educational plan for your children or grandchildren.

Ask advice when making big-ticket purchases/investments. This can minimize tax implications to maintain or increase net worth.



GETTING THE MOST FROM YOUR ESTATE PLANNING ATTORNEY

Your estate planning attorney is your go-to advisor as it relates to your will, trust(s), estate plan, and other legal documents that impact you and your family. In order to ensure your estate plan continues to reflect your wishes over time, be sure and keep your estate attorney up to date as events in your life change and your assets change. The following actions will help you get the most from your estate planning attorney relationship:

Understand your estate plan. This is important since your estate plan should reflect your wishes. Schedule a meeting with your estate planning attorney to review the details of your estate plan. Provide your attorney with the contact information for your executor, trustee(s) and beneficiaries.

Ensure your assets are properly titled. Failure to address each asset properly could trigger probate. Once you have completed an asset inventory, check off each item with the assistance of your attorney.

Make sure your executor, trustee(s) and beneficiaries are right for these important roles. Having the right people in place will ensure that your estate is properly executed and your wishes are carried out. Do they have the temperament and knowledge necessary to carry out your intent? Do they understand the legal requirements and responsibilities of their role?

Involve your children in the estate planning process. Call a family meeting to share your estate plan with your family and express your intentions. Invite key advisors to join to answer questions and educate members on terms and language contained in the plan. Discuss roles family members are interested in serving along with the qualifications and standards for each role.

Meet with your estate attorney every three years (or more frequently as events arise) to review your estate plan. During these meetings, also review the key decision-makers you have selected to act on your behalf if you are unable, discuss changes in your family that may impact your estate plan, and review/update the inventory of your assets to ensure your trust is properly funded.

Questions to Ask When Evaluating or Choosing Your Professional Advisors



How long have you been a financial advisor (Professional Trustee, Estate Planning Attorney, Tax Advisor or Insurance Advisor)?	
What are your areas of specialty?	
How many clients do you work with (advise)?	
How many client families do you have that include more than one generation?	
How many people in your firm?	
Would I work with you or do you think another advisor in your firm is better suited to work with me?	
How would you describe your ideal clients?	
What do you like best about working with your clients?	
Can you provide a written description of the services you provide your clients?	
Do you provide educational opportunities for your clients and/or their families?	
Is mentoring beneficiaries part of your role as an advisor?	
On an annual basis, how often do you proactively communicate with your clients and what does this include?	
What sets you apart from other advisors in your profession?	
How do you charge for your services?	
What questions should I be asking that I did not ask?	

10

We have a plan in place today for our financial future and have created a pathway to prepare our beneficiaries.

Pathway to Family Financial Fitness™

Changes in family circumstances can re-order a family’s financial priorities overnight. While no one can predict the future, having a sound plan in place now, and keeping it up to date will help you manage your family’s financial health in the event of life’s unexpected setbacks and opportunities.

This is also a good time to begin to prepare family members for financial leadership by modeling financial competency and family values. Like life, families are constantly changing. Being prepared will provide a pathway to a successful transition of wealth and values to the inheriting generation.



What is Family Financial Fitness™?

When both spouses/partners actively participate in meetings with their professional advisors and in the creation of the family’s financial plan.

They understand their financial options and have made the financial and estate planning process a priority for their adult children.

One Family’s Story

Three years ago, the family’s financial advisor encouraged Meredith’s husband, Tom, to invite her to their investment review meetings. Although Meredith had little interest in doing this, Tom encouraged her not only to get to know the advisor, but to know more

about how the family money was being managed. For the past three years, Meredith had attended all the advisor meetings with Tom, developed confidence in the advisor, and understood their income sources and investments. Their financial advisor provided the couple with a Family Records Organizer that they had filled with all of their important investment, tax, estate and insurance documents . . . including passwords.

Now, Meredith is suddenly on her own, and so grateful she took some time to prepare. She recently took over the management of the family assets. Their financial advisor gave them many ideas on how to include their children in the financial and estate planning process. The next step for Meredith is to begin preparing her children and grandchildren for the day they will inherit the family assets.

How Well Prepared is Your Family if Circumstances Change?

Knowing the actions to take is the important first step in ensuring your family financial fitness. The Financial Fitness Checklist on inside back cover identifies actions your family can take now.

WHAT MY FAMILY CAN DO NOW

HOLD A FAMILY MEETING ON THE TOPIC OF FAMILY FINANCIAL FITNESS

Organize all important records in a central location:

- Listing of all your trusted advisors
- Investment accounts
- Estate planning documents and power of attorney
- Healthcare directives
- Tax returns
- Insurance policies
- Titles to real estate
- Passwords & authorizations
- Other important documents
- _____
- _____
- _____
- _____

Notify your spouse/partner/children/family friend where your key records can be located.

Be sure to designate this back-up person, in the event you are unable to personally access this information. Provide the name of this contact person to your advisors.

Provide each of your advisors and your beneficiaries with the name/contact information for the advisors on your team (financial advisor, estate planning attorney, tax advisor, insurance advisor, real estate agent and other professionals).

Select an advisor to be your “go-to” advisor if a family emergency or crisis arises and the family leaders are not available. Keep in mind that when your advisors work together on your behalf your financial results will always be better.

Update your will, living trust, power of attorney and healthcare directive.

It’s important for the person you have named, as trustee or executor, to be informed and prepared for this responsibility. Understanding each of these roles should not be overlooked.

Set up a meeting with each Trusted Family Advisor® to meet the beneficiaries.

It’s important for your entire family to meet the advisors and understand what services and advice they provide – and have each explain the best way to interact with them and how to best utilize their skills and expertise. This gives family members an opportunity to participate in meetings and the decision-making process. This will be especially helpful for family members who will serve as trustee, executor or beneficiary.

Consider this:

- Most families have not introduced their children to their advisors, while they believe their children would benefit if they did
- Most beneficiaries will change advisors after the second parent passes away

FAMILY FINANCIAL FITNESS



Pathway to Prepare Yourself



Pathway to Prepare Your Family

Family Financial Fitness



All important records are organized in a central location.	
Spouse/partner/children (or executor) know where to access key records and other information (passwords, authorizations, etc.).	
We have an up-to-date will, guardian (if applicable), trust (if applicable) and advanced healthcare directive(s).	
Both spouses have been introduced to our family's financial advisor and know what services and advice are provided.	
Both spouses have been introduced to our family's estate planning attorney and know what services and advice are provided.	
Both spouses have been introduced to our family's insurance advisor and know what services and advice are provided.	
Both spouses have been introduced to our family's tax advisor and know what services and advice are provided.	
We have introduced our children/heirs to our family's professional advisors.	
We have family meetings to engage our children/heirs in the financial and estate planning process.	
We have established a formal or informal giving program to engage our entire family in sharing their passions and values.	

