

Personal Planning Guide



*A Guide for Making
Decisions in Preparing
your Will and Estate*



The Foundation for the Diocese of Helena, Inc. has prepared this booklet in the hope that it will be of help to you in establishing priorities and goals for you and your loved ones. This information should not be considered legal advice.

Please consult with an attorney.

When you remember your parish, diocese, a Foundation endowment, or other Catholic ministries in your estate planning, you are investing in the future of the Church in the Diocese of Helena and throughout the world by sharing the blessings you have received during your lifetime.

If we can be of further assistance to you, please give us a call, visit, write or e-mail our office at:

The Foundation for the Diocese of Helena, Inc.

515 North Ewing * P.O. Box 1729

Helena, MT 59624

406-442-5820 * 406-442-5191 fax

jsaarinen@diocesehelena.org * www.fdoh.org

Personal Planning Guide

*For Making Decisions in
Preparing Your Will and Estate Plan*

Name

Information contained in this guide is current as of

Date

The Foundation for the Diocese of Helena, Inc.

P.O. Box 1729

Helena, MT 59624

1-800-584-8914 or 406-442-5820

www.fдох.org



ABOUT YOU

Full Name _____

Other names by which you are known _____

Date of Birth _____ Birth Place _____

Citizenship _____ Social Security Number _____

Marital Status: Single Married Widowed Divorced Separated

Full Name of Spouse _____

Date of Birth _____ Birth Place _____

Citizenship _____ Social Security Number _____

YOUR CHILDREN AND/OR DEPENDENTS

Child and/or Dependent #1:

Child and/or Dependent #2

Name

Name

Relationship

Date of birth

Relationship

Date of birth

Child and/or Dependent #3:

Child and/or Dependent #4

Name

Name

Relationship

Date of birth

Relationship

Date of birth

Child and/or Dependent #5

Child and/or Dependent #6

Name

Name

Relationship

Date of birth

Relationship

Date of birth

OTHER RELATIVES AND FRIENDS

List anyone you may wish to consider remembering in your will. Think of this as a brainstorming activity. Here are some ideas—brothers, sisters, parents, grandchildren, godchildren, other relatives, close friends. In addition to their names, be sure to include their relationship with you.

YOUR CHARITABLE INTERESTS

Write down the charitable organizations you may wish to remember in your will. Thinking about where you currently direct your charitable giving and volunteer time may be a good place to start. Please prayerfully consider remembering your parish and your most cherished diocesan ministry in your estate plan.

YOUR ESTATE PLANNING DOCUMENTS AND DESIGNATIONS

Do you have a will? Yes No

If yes, what is the date of that will? _____

Where is your will located/stored? _____

Who is designated as the executor for your will? _____

If no, who would you like to name as executor of your will?

Name: _____ Relation to you: _____

Do you have a trust? Yes No

If yes, what is the date of that trust? _____

Where is your trust agreement located/stored? _____

Who is designated as trustee? _____

Have you given power of attorney to anyone for financial and legal matters? Yes No

If yes, who is named as your power of attorney? _____

Where is your power of attorney document located/stored? _____

If no, who would you like to name as power of attorney?

Name: _____ Relation to you: _____

Do you have a power of attorney for health care for advanced health directive? Yes No

If yes, who is named as your agent for health care decisions? _____

Where is your health care document located/stored? _____

If no, who would you like to name as power of attorney for health care decisions?

Name: _____ Relation to you: _____

If you have children under the age of 18, have you designated a guardian? Yes No

If yes, who is named as guardian? _____

If no, who would you like to name as guardian for your minor children?

Name: _____ Relation to you: _____

YOUR ESTATE PLANNING DOCUMENTS AND DESIGNATIONS *continued*

Please describe any other existing estate planning documents, such as a living will, charitable trust, prepaid funeral plan, etc.:

YOUR ADVISORS

You may find it helpful to document your trusted advisors, or as you choose new advisors write them down here.

Attorney

Law Firm

Accountant:

Accounting Firm:

Financial Advisor:

Investment Firm Name

Insurance Agent:

Insurance Company:

Pastor

Church/Parish

Funeral Director

Funeral Home

Other:

WHAT YOU OWN

Many people learn at the end of this exercise that they are worth more than they think! This will give you a clear picture of what you have and what beneficiaries are already designated on your property.

A. Real Estate	Estimated Value	Check if Joint Property	Check if Your Property	Check if Spouse's Property	If beneficiary deed filed on property, provide beneficiary name(s):
<i>Example property</i>		✓			<i>n/a</i>
Main Residence					
Other:					
Other:					
Other:					
B. Banking Accounts: Checking, Savings, Money Market, Credit Union, CD, etc.	Estimated Value	Check if Joint Property	Check if Your Property	Check if Spouse's Property	If Pay On Death beneficiary is designated on the account contract, provide beneficiary name(s):
<i>Financial institution name & account #:</i>					
<i>Financial institution name & account #:</i>					
<i>Financial institution name & account #:</i>					
<i>Financial institution name & account #:</i>					
<i>Financial institution name & account #:</i>					
C. Investment Accounts (stocks, bonds, mutual funds, etc.)	Estimated Value	Check if Joint Property	Check if Your Property	Check if Spouse's Property	If Transfer On Death beneficiary is designated on the account contract, provide beneficiary name(s):
<i>Investment firm name and account #:</i>					
<i>Investment firm name and account #:</i>					
<i>Investment firm name and account #:</i>					
<i>Investment firm name and account #:</i>					
<i>Investment firm name and account #:</i>					

D. Retirement Assets (IRAs, Pensions, Profit Sharing Benefits, etc.)	Estimated Value	Check if Joint Property	Check if Your Property	Check if Spouse's Property	If death beneficiary is designated on retirement plan contract, provide beneficiary name(s):
<i>Retirement acct # and custodian:</i>		n/a			
<i>Retirement acct # and custodian:</i>		n/a			
<i>Retirement acct # and custodian:</i>		n/a			
<i>Retirement acct # and custodian:</i>		n/a			
<i>Retirement acct # and custodian:</i>		n/a			

E. Other Assets	Estimated Value	Check if Joint Property	Check if Your Property	Check if Spouse's Property	If death beneficiary is designated on property contract, provide beneficiary name(s):
Annuity Acct #: Custodian:					
Life Insurance policy #1 Company:					
Life Insurance policy #2 Company:					
Safe Deposit Box Location:					
Savings Bonds Location:					
Business Interests (please describe):					
Money Owed to You (please describe):					
Other nontangible asset (please describe):					

F. Personal Property	Estimated Value	Check if Joint Property	Check if Your Property	Check if Spouse's Property	List names of those individuals and charities you may wish to consider leaving these items to in your will
Furniture/Household Furnishings					
Equipment					
Antiques					
Jewelry					
Automobile #1					
Automobile #2					
Art					
China					
Collectibles/Collections					
Silver					
Guns and firearms					
Tools					
Other:					
Other:					
Other:					
Other:					
Other:					
Other:					
Other:					

Liabilities / Debts	\$ Total Amount of Debt	Check if Joint Debt	Check if Your Debt	Check if Spouse's Debt
Mortgage(s) on Personal Residence				
Vehicle Debt				
Loans against Life Insurance or Retirement Plan				
Charge Accounts/Credit Cards				
Installment Contracts				
Other				
Other				
Other				
Other				

SUMMARY OF WHAT YOU OWN

TOTAL ASSETS	Owed Jointly	Owed by You	Owed by Spouse
A. Real Estate	\$	\$	\$
B. Banking Accounts: Checking, Savings, Money Market, Credit Union, CD, etc.	\$	\$	\$
C. Investment Accounts (stocks, bonds, mutual funds, etc.)	\$	\$	\$
D. Retirement Assets (IRAs, Pensions, Profit Sharing Benefits, etc.)	\$	\$	\$
E. Other Assets	\$	\$	\$
F. Personal Property	\$	\$	\$
TOTAL LIABILITIES (Indebtedness)	Owed Jointly	Owed by You	Owed by Spouse
All loans and debts	\$	\$	\$
TOTAL ESTATE (assets minus liabilities)	\$	\$	\$

EXPECTED BENEFICIARIES

As you move through this inventory, some ideas may be forming on certain bequests. Write down your thoughts here, such as listing those you are considering to include in your will and generally what you might give them. You are not making decisions, just putting thoughts down on paper.

Family:

Non-family:

Church:

Charities:

FUTURE INHERITANCES

Is it likely that you may receive an inheritance from a parent or other relative in the future? If so, you might want to put some thought into how you would like to plan for the distribution of any inherited property upon your death. Jot down any thoughts you have on this now.

REMEMBERING THE CHURCH IN YOUR WILL

Making a provision in your will or estate plan for the Catholic Church provides an opportunity to return to God a “good steward’s” portion of the material resources with which you have been blessed. Once loved ones have been provided for, you can support the many important needs of our Catholic community for generations to come.

SUGGESTED WORDING FOR A BEQUEST FOR GENERAL PURPOSES:

- **TO THE DIOCESE:** “I give ___% of my disposable estate (*or, specify a specific dollar amount*) to The Roman Catholic Bishop of Helena, a Montana corporation sole, taxpayer ID number 81-0231797, to be used for religious and charitable purposes.”
- **TO THE FOUNDATION:** “I give _____% of my disposable estate (*or, specify a specific dollar amount*) to The Foundation for the Diocese of Helena, a Montana nonprofit corporation, taxpayer ID number 81-0449307, to be permanently endowed for religious and charitable purposes.”
- **TO A PARISH:** “I give _____% of my disposable estate (*or, specify a specific dollar amount*) to _____ Parish located in _____, Montana, Taxpayer ID number _____, to be used for religious and charitable purposes.”
- **TO CLERGY RETIREMENT FUND:** “I give _____% of my disposable estate (*or, specify a specific dollar amount*) to the Clergy Senior Status and Security Trust, located in Helena, Montana, Taxpayer ID number 51-7446423, for the benefit of retired clergy in the Diocese of Helena.”

A BEQUEST FOR A PARTICULAR PURPOSE: Use same wording, but in place of “*religious and charitable purposes,*” specify the purpose or area of ministry toward which the bequest is to be used. For example:

- “I give 5% of my disposable estate to The Roman Catholic Bishop of Helena, a Montana corporation sole, taxpayer ID number 81-0231797, to be used for seminarian education.”
- “I give \$10,000 to The Foundation for the Diocese of Helena, a Montana nonprofit corporation, taxpayer ID number 81-0449307, to be permanently endowed for the benefit of my parish, _____.”
- “I give 10% of my disposable estate to _____ Parish located in _____, Montana, Taxpayer ID number _____, to be used for youth ministry.”

Other ways to support the Catholic Church through your estate plan (called “planned giving”) are explained on the next two pages.

Please consult with your attorney as he or she is the only one qualified to offer counsel in regard to your estate planning.

Planned Giving Opportunities

There are a variety of ways to live out Christian stewardship during your lifetime and beyond. You will find these plans help maximize the benefits of the gift both to you and to the Church. Please consult with your attorney as he or she is the only one qualified to offer counsel in regard to your estate planning.

Bequest

Bequests (or gifts through your will) are one of the easiest ways to give to the Church and charity. Not only are gifts through a will simple, they can be beneficial to your estate as they are deductible against any tax. As the cornerstone of most estate plans, a will is a tremendously important document and professional advice from an estate planning attorney is strongly recommended. The planning and care that go into make a gift through your will make a wonderful statement about the values you have held throughout your life.

Outright Gift

Outright gifts are among the simplest and most immediate means of exercising stewardship. Though most outright gifts are made in cash, it may be better for the management of your assets to use a different type of property to make a gift, such as appreciated stock, personal property, or real estate.

Charitable Gift Annuity

Through a charitable gift annuity you can make a gift to the Church and receive income for life. With the transfer of cash or marketable securities, you then enjoy regular payments for the rest of your life; and with a two-life arrangement, for the life of a second beneficiary. Upon the death of the last beneficiary, the remainder of your annuity would go to your parish, the Foundation, the Diocese of Helena, or a charity of your choice.

Charitable Remainder Trust

A charitable remainder trust allows you to make a generous gift to the Church while retaining a life income from the trust for one or more beneficiaries. At the death of the last beneficiary, the Church receives the “remainder” of the trust. Besides relieving you of the management of the assets, this trust also provides possible tax benefits.

Life Estate Contract

A personal residence or farm can be deeded to the Church while you retain a life estate; this is the right to live on the property for as long as you and, if you are married, your spouse live. With this agreement, the donor receives an immediate income tax deduction for the gift and

Life Insurance

Life insurance is an ideal means for a charitable gift. By designating the Church as owner or beneficiary of a new or existing life insurance policy, you will be able to make a meaningful gift. You may also receive tax advantages. A gift through life insurance is a wonderful opportunity for you to provide a living memorial for you, your family or someone you love.

Retirement Plan

If there are assets remaining in your retirement plan (IRA, 401(k), etc.) at the time of your death, your heirs may have to pay taxes. Naming a Foundation endowment, the diocese, or your parish as the final beneficiary of a retirement plan avoids these possible taxes and enables you to make a significant and memorable contribution to the Church.

Bank and Investment Account Beneficiary

You may specify your parish or diocese as beneficiary of your bank account (called a “pay on death beneficiary”) or investment account (called a “transfer on death beneficiary”). Just ask your banker or investment manager for the forms necessary to designate or update your account beneficiaries.

What's the Road Like Ahead?

The road we have to travel is different for each of us. The only certainty is that we all must end the journey some day.

If you take the time to prepare for that journey's end now, your family, favorite parish, school and diocesan ministry will be supported.

A will is an essential part of that overall plan for your life's journey.



For more information, visit www.fdoh.org or contact Jeanne Saarinen, Foundation Services Director at 1-800-584-8914; jsaarinen@diocesehelena.org; P.O. Box 1729, Helena, MT 59624.

CONSIDER PERMANENTLY ENDOWING YOUR GIFT

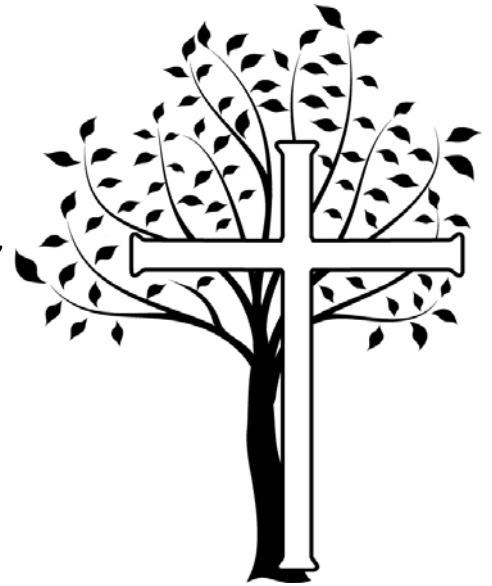
Gifts to The Foundation for the Diocese of Helena, Inc. are placed in an endowment fund chosen by the donor. These funds will perpetually serve the Catholic Church in the Diocese of Helena and its mission through the years to come. Only the income from investments of the endowment's principal will be used to meet program and ministry needs. The principal itself will remain intact and stand in lasting memory to the love and caring support of those whose sacrifice contributed to the fund.

Endowment Funds that benefit the ministries within the Diocese of Helena include:

- **Parish Endowment**—Each parish has its own endowment that can provide a dependable source of funds to underwrite parish programs, operations, and ministries for which a parish can faithfully budget each year.
- **Bishop's Pastoral Outreach Endowment**—Supports the Bishop's ministry with funds to address the greatest religious and charitable needs of our Diocese.
- **Aid to the Needy/Apostolic Mission Endowment**—Provides outreach, aid and support to the needy, and serves as a diocesan resource to address social justice issues.
- **Clergy Senior Status Endowment**—Established with the gifts of generous benefactors who fittingly saw the need to provide for those men, in retirement, who gave their all for Christ and His Church, distributions from this endowment are added to the trust.
- **Guatemala Mission Endowment** —Provides a resource to assist with funding medical, educational and pastoral ministry to the Guatemalan people living in the area served by our Mission.
- **Lay Ministry and Diaconate Training Endowment**—Supports the education and training of the laity and deacons to assume the responsibilities of formal ministries in the Church.
- **Legendary Lodge Endowment**—Supports Legendary Lodge, the diocesan youth ministry camp and retreat facility on Salmon Lake.

the
FOUNDATION
for the
DIOCESE
of HELENA

- **Priestly Formation and Development Endowment**—One of the first endowments established in the Foundation, distributions from the Priestly Formation and Development Endowment are used to provide for seminarian education as well as continuing education and vocation enrichment for our priests. Additionally, emergency assistance and priest retirement costs not covered by the Clergy Senior Status and Security Trust are supported by this endowment.



- **Seminarian Education Endowment**—Provides an essential, and perpetual, source of revenue in support of the seminarians preparing to serve the Diocese of Helena.
- **Spiritual Growth and Renewal Endowment**—Supports the programs and institutions of the diocese that are resources for spiritual education, growth and renewal, such as Cursillo.
- **Youth & Young Adult Ministry Endowment**—Initially funded with a percentage of the proceeds of the Son Light Celebration, income from the endowment supports the personnel and programs of the diocese which are resources for the formation, growth and renewal of our youth and young adults.

Endowment Funds that serve the entire state of Montana include:

- **Catholic Social Services of Montana Support of Birthmothers Endowment** (www.cssmt.org) - Serving communities across Montana, Catholic Social Services is a licensed adoption agency working with young expectant parents in numerous capacities as well as couples praying to expand their families.
- **Montana Catholic Conference Endowment** (www.montanacc.org) - The Montana Catholic Conference serves as the public policy branch of the Catholic Church in Montana, and the liaison for Montana's Roman Catholic bishops with state and federal government.

Other Ideas to Consider:

- Start a new “named” endowment (for example, a “Smith Family Endowment Fund” or “Jane Smith Memorial Endowment Fund”) to benefit a combination of ministries.
- Start an education scholarship fund for local parishioners (the Foundation can assist you in setting up the scholarship program).

NOTES:

NOTES:

When you leave a bequest to the Catholic Church in your will or estate plan, you help to root your hopes and dreams in the bedrock of Christ's Gospel.

You also make a good steward's return to God of his blessings in your life, and leave an eternal message of what was important to you.

Please remember the Catholic Church in your will.



For more information on estate planning, contact The Foundation for the Diocese of Helena at 406-442-5820, ext. 36