



# Planning Your Legacy

A Guide to Providing for Your Family and Supporting the Causes You Care About





## Leaving a Legacy at Cincinnati Children's

At Cincinnati Children's, our experts collaborate every day to improve child health through family-centered care, innovative research and outstanding education. That's why we've been recognized by *U.S. News & World Report* as one of the top three children's hospitals in the nation and the leading hospital in the Midwest.

We're a beacon of hope and healing for so many families. Parents travel from across the country and around the globe to access the world-renowned specialists and innovative treatments we provide. In fact, last year families from all 50 states and 51 countries turned to us to provide the care they needed.

Our singular focus is changing the outcome for the patients and families we serve. It takes tremendous dedication, talent and teamwork. It simply wouldn't be possible without the support and collaboration from our donors. Your partnership allows us to:

- **Care for Every Child**—We believe that every child should have access to the care they need, even if their family is unable to pay. Each year, we provide free or discounted services to thousands of families in need.

- **Collaborate to Save Lives**—Our experts work tirelessly to bring ground-breaking research from the lab to the bedside. We're committed to discovering innovative ways to improve the health of kids everywhere.
- **Conduct Life Changing Research**—In 1931, we became the first children's hospital with a dedicated research building. Since then, our facilities and research projects have grown by leaps and bounds, while saving countless lives. From the development of the oral polio vaccine in the 1960s to generating miniature organs, known as organoids, in the 2010s, our research is fueled by our passion to save lives and philanthropic gifts from our community.

All that we have achieved—and all we will achieve—has been in partnership with those who share our vision to improve outcomes for the children and families who rely on us. With your commitment of a legacy gift, you're ensuring that we can continue providing world-class care for generations to come.

*We're changing the outcome together.*

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Please see page 21 to learn how to include us in your estate plans.

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*This guide is offered by us to you as an educational service. While we attempt to provide helpful estate and financial background, we are not able to offer specific legal advice on your personal situation. Because you may have special needs, you will want to contact your own attorney. He or she will be your independent advisor and will have an obligation of trust and confidence to you. With the advice of your independent attorney, you may have a customized estate plan that truly fulfills your unique family, healthcare, estate and planning circumstances.*



## Planning Your Legacy

### A Guide to Providing for Your Family and Supporting the Causes You Care About

Welcome to your planning guide. We're very pleased that you are taking steps to protect those you love through an updated estate plan. A plan is important, but an estimated 60-percent of Americans don't even have a will. This guide will help you by making the process easy and understandable.

A person may work 40 years to accumulate assets and spend 10 to 20 years conserving that accumulation. However, too many times there has been little planning, or sometimes no planning, and the last chapter of life becomes burdensome for family members.

We'll show you how to update your estate plan with a will and also make plans for your potential medical decisions. Your planning guide is designed to encourage you to think about how you want your assets to be distributed when you pass away, and to assist you in gathering the information your attorney will need. With this guide, the process will be much easier, less expensive and a comfort to those you love while fulfilling your desires for the charities you care most about.

Through proper planning, the legacy of love and care that you leave for your family, friends and charities can be encouraging and even inspiring.



## What are the Benefits of an Estate Plan?

- **Peace of Mind for You**—An estate plan is designed to direct how you want your property to be distributed and who will be responsible for the distribution.
- **Peace of Mind for Your Family**—An estate plan and documents will help guide your family if they need to make difficult decisions about your care, provide the authority to do so and the knowledge about what to do when you are gone. Consider your plan a final gift to your family and other loved ones at the very time they need it the most.
- **Distribution That You Want**—Without an estate plan of some type, the laws of your state determine what happens to your property. This is called intestate succession (property inheritance when there is no will). Very likely the distributions it dictates will NOT be the ones you would have chosen. And no state distribution

law provides for gifts to friends or charities or makes provisions for your pets. Make sure what you've earned and accumulated in your lifetime goes to help those you love and causes you care about.

- **Provide for Your Family**—An estate plan is especially important if you have minor children as you will name a guardian to care for your children and, in many instances, establish a trust to help ensure their financial well-being.
- **Financially Wise**—A good estate plan will help streamline the distribution process, minimize administrative costs and possibly reduce taxes that might otherwise be owed. That means you leave the most you can to the people you love and the causes you care about.



## What are the Benefits of an Updated Will or Trust?

A good estate plan will carry out your plan and save money while transferring property quickly and inexpensively to your loved ones. With an updated will or trust, you can transfer specific property or assets. You'll also be able to direct the rest of your estate. For those with larger estates, an update to your will or trust could result in substantial estate tax savings. You know that the executor or personal representative you select (not the one a probate judge chooses) will be managing your property.

## Can I Use My Estate Plan to Create A Legacy?

Everyone wants to have a life with meaning. Part of that meaningful life is to live on in the memory of family and friends. A good estate plan can indeed create a legacy for family and the charities you care most about, like Cincinnati Children's.



## How Do I Get Started?

We have designed this planning guide for your benefit. Feel free to take your time moving through the different sections. Most of this information you will know or have readily available. Choose a location to keep this guide with all of your important documents.

## What if I Have Questions?

When it comes time to decide on the distribution of your property, there are two resources that will help you. In addition to the explanations within this guide, we have a wealth of online estate planning information on our website, [www.cincinnatichildrens.org/legacyplanning](http://www.cincinnatichildrens.org/legacyplanning). We're always available to help. Call 513-803-0568 or email us at [legacyplanning@cchmc.org](mailto:legacyplanning@cchmc.org) for more information.



## Estate Planning Tip

Keep your charitable bequests simple in your legal documents. Include only the legal name of the charity or charities you wish to support and the amount of the bequest in your plans, and notify the charity of special programs you wish to support or any gift designations in writing. This enables you to update your wishes with the charity directly as often as you need to, without changing your legal documents—saving you time and expense.

Cincinnati Children's provides a gift form for your use so that you can clearly outline your wishes. Your form is kept on file until your gift is realized. Scan the code for our gift form.





## Estate Planning Documents

### Some Practical Steps to Help Get You Started

- 1. Take inventory of what you own.** List all of your assets and their approximate value. Include pertinent information about each asset.
- 2. Think about your goals for your estate plan.** For example, consider who you want to benefit, how you want to treat each of your children, any special needs that you want to provide for, what happens if you and your spouse both pass away close in time and if there are charities you want to remember. Your attorney will most likely ask you about goals you didn't consider but at least you'll have a head start on those that are most top-of-mind.
- 3. Consider whom you would like to name as your agents.** This includes the executor of your will or the trustee of your trust, the person to hold your power(s) of attorney, and gather pertinent information about them.
- 4. Make a list of tangible personal property.** This includes jewelry, china, books, furniture—items other than real estate and investments—and who is to receive each item upon your passing. You may want to maintain this as a separate list rather than designating this in your will, for maximum flexibility.
- 5. Go see an attorney.** If you don't have one or know of one that specializes in gift planning, ask us for referrals or check with family, friends or your local bar association for recommendations.
- 6. Follow through on actions decided.** Rely on the advice of your attorney and other professional advisors as you make your decisions.
- 7. Share your plans with others.** Key documents are of little or no value if no one knows what they say or where to find them when they're needed. This is especially true for the person(s) you have designated to serve as your personal administrator/executor under your will or the trustee of your living trust. It's also important to give loved ones at least a general sense of what to expect, so that there won't be surprises later on.
- 8. Relax and enjoy your life.** You'll feel better knowing that you have taken care of those you love and the causes you care most about!

# Basic Planning Documents

Let's start by reviewing the three basic estate planning documents—a will, a durable Power of Attorney for finances and a durable Power of Attorney for healthcare.

## Current Will

Your will is a written document, signed by you and by two or more witnesses. In some states, your signature must be witnessed by a notary public. If the will is authenticated by the probate court, it will be used to determine the distribution of your property. If the will is not valid or you do not have a will, the court will follow state law to distribute your assets and appoint guardians for minor children. Many of the court's decisions may be contrary to your desires.

With a valid will, you're able to choose who will inherit your property and who will administer your estate as executor or personal representative. If you have minor children, you can choose a person to raise your children. With a trust, you are permitted to decide who will manage the trust for family members.

A valid will is an essential part of transferring your property at the right time to the right people at the lowest cost. Without a valid will, your family may encounter increased costs, delays and unnecessary conflicts. You can provide a wonderful legacy for family with an updated will and a sound estate plan.

## Durable Power of Attorney for Finances

There may come a time when you are in poor health or perhaps in the hospital and may not be able to manage your finances. During these times, you won't want to worry about your property being neglected or bills going unpaid.

A durable Power of Attorney for finances is the solution to protect your property and yourself. If you're no longer able to manage your property, you can use a durable Power of Attorney to select someone to act as your agent. If you don't have a durable Power of Attorney for finances, the court may decide to appoint a conservator to manage your affairs.

The court may select any person as conservator and there will often be expensive reports, audits and costs in the management of your property. If you sign a durable Power of Attorney for finances, the person that you select may manage your property without the added expense of a court-appointed conservator.

## Healthcare Directives

There are two general types of healthcare directives—a durable Power of Attorney for healthcare and a living will. In some states, they are combined into one document called an advance directive.

The durable Power of Attorney for healthcare allows you to select a person who can assist your doctors in making healthcare decisions while you may be incapacitated. You may have a serious medical condition and the doctor will need the advice of another person regarding the best possible care for you.

The living will is a second document (in most states) and covers the time before you pass away. In the last days and weeks of life, there are a number of decisions regarding care, nutrition, hydration and resuscitation that need to be made. The living will gives you the opportunity to direct the medical staff about the types of care to be provided to you at that time.





# Additional Planning Documents

## Living Trusts

If you have a moderate or large estate, you may find it advantageous to create a living trust. The living trust is completely within your control during your lifetime. You can add property to the trust or remove property from the trust at any time. During your lifetime, the trust income is taxable to you.

There are at least three major benefits of the living trust:

- If you are sick or in the hospital, your designated successor trustee can take over and manage your property for your benefit.
- If you pass away, the property in the living trust will avoid probate and potentially save thousands of dollars in costs.
- The living trust typically is a private document and is not made public during the probate process.

## Custom Estate Plan for Business, Investments or Child with Special Needs

If you own a family business, substantial real estate holdings or a large estate, then a custom plan that considers your special property goals and requirements should be created. Another custom plan option is important if you have a child with special needs. A “special needs trust” will facilitate care of the child by providing resources and directions. In some cases, a child may qualify to receive federal or state benefits.



## IRA, 401(k) or Other Retirement Plan

Your IRA, 401(k) or other retirement plan can be transferred by a beneficiary designation. Normally, the beneficiaries should be named on the IRA, and can be directed to family or charity rather than to your estate. The IRA or 401(k) custodian should provide a form for you to select a primary and contingent beneficiary. Because your retirement plan may represent a major portion of your property (30 to 70-percent), your beneficiary designation should be reviewed every two to four years.

## Life Insurance

Life insurance is usually permanent (whole life or universal life) or term. The insurance policy is a contract, and there is a beneficiary designation form where you’ll select the primary and contingent beneficiary to receive the proceeds.



### Estate Planning Tip

Beneficiary designations of life insurance policies, retirement or brokerage accounts and donor advised funds are an excellent way to include charity in your estate plans. These can be changed at any time and it is as easy as contacting your account administrators. Be sure to review your beneficiary designations often!



## Consider Your Charitable Legacy

You may have charities that you strongly believe in, and you may have supported these organizations throughout your lifetime. Making a gift provision to one or more charitable organizations in your estate can be a natural extension of that support. You might be surprised at how much you can give after your lifetime or the personal and other family goals you can achieve with a charitable gift from your estate. Your legacy support of Cincinnati Children's would be greatly appreciated and will impact countless families for years to come.

### Bequest

This is a gift made through your will or living trust. You can give a specified amount of money, a particular piece of property or all or a portion of the 'residual' of your estate (what remains after your final expenses, debts and specific gifts are paid). You can also make such a gift contingent. A contingency ensures your wishes are carried out even though your circumstances may have changed since you wrote your will or living trust. See page 21 for sample bequest language you can share with your attorney.

### Beneficiary Designation

Just as you designate individuals to directly receive certain assets as your named beneficiary, you can also name a charity. This is most commonly used with IRAs, life insurance policies and other retirement plan assets, but it can also work with checking, savings and brokerage accounts, commercial annuities and donor advised funds.

In addition to creating a final legacy, bequests and beneficiary designations have the advantage of being flexible (give as little or as much as you like), revocable (generally they can be changed at any time) and perhaps most importantly, they keep the assets under your control should you need them during your lifetime. Bequests and beneficiary designation gifts to a charity are fully deductible from your estate and there is no limit as to how much can be deducted.

## Charitable Remainder Trust

This is another way to support your favorite causes and receive tax benefits while securing an income for yourself and/or family members. You receive income during your lifetime and the charity receives the remaining interest after. A charitable remainder trust is an especially attractive gift if you would like to sell an appreciated asset (e.g. real estate held for investment purposes) and generate income from the sale without paying capital gains tax.

## Charitable Lead Trust

A lead trust is the opposite of a remainder trust. The charity receives the payments for each year the trust is in existence and at the end of the trust term, what is left is returned to you or to your heirs. This can be an excellent way to transfer substantial assets to your children while minimizing gift and estate taxes.

## Retained Life Estate

You can gift your home or farm to charity now and continue living in it for the rest of your life. You have the satisfaction of knowing that this generous gift has been completed and the joy of saving on income taxes due to the charitable deduction you will receive.

## Donor Advised Funds

Many families find that a Donor Advised Fund (DAF) is a simple and efficient way to support charities they love. By establishing such a fund, you can time the gifts you make (for investment or tax reasons) and you can select the charities you wish to benefit from your gifts. You receive the income tax or estate tax deduction immediately when you make a gift to the donor advised fund, and the opportunity is there to make distribution decisions later. Many families use a Donor Advised Fund as an estate beneficiary so that they can allow their loved ones to continue supervising the charitable gifts from their fund for years to come. You may also name a charity as a beneficiary of your Donor Advised Fund.

## Charitable Gift Annuity

This is a simple way to make a current gift and receive fixed payments for life in return. In addition, you receive an income tax charitable deduction and the payments are partly tax-free. A gift annuity is arranged directly with the charity you wish to support. After your lifetime, the charity receives the remaining amount to support its mission.



# Frequently Asked Questions

## Do I Need to Have an Estate Plan?

Yes. Regardless of the size of your estate, you still want what you have to go to those you love and care for and to be sure that your wishes are carried out. But a good estate plan does far more than that. It cares for you as well as your things. It grants a Power of Attorney for financial and health matters should you become incapacitated and states your wishes regarding final medical care. Your estate documents become a last expression of what you have valued in your life, expressed through a personal statement and by what you leave to whom. By being thoughtful and organized about your affairs, you will have left a final, loving gift to your family, friends and causes you care most about.



## Do I Need to See an Attorney?

Yes. With state requirements varying widely, estate planning is a very complex area of the law and shouldn't be left to a one-size-fits-all arrangement. This is especially true when you have a combined family. While there is a cost involved in preparing your plan, it is modest compared to the value of having appropriate arrangements for your family, minimizing probate fees and costs, and possibly saving state and federal estate taxes.

## How Often Should I Update My Plan?

It's a good idea to update your plan every seven to ten years or as you experience major changes as a family such as the birth of a child or grandchild, sale of a business, retirement or death of a spouse or other loved one.



## What if I Have a Plan, but Want to Change One Thing?

If your plan is fairly current, it's easy to make a change or two, such as adding a charitable beneficiary. Your attorney can prepare an amendment (codicil) to your will or to your living trust. Many times this can be done quickly and for a nominal cost.



### Estate Planning Tip

Providing charities with the names of your executor(s) and professional advisors streamlines your planned gift. Life insurance companies and retirement account administrators don't inform beneficiaries that they've been included and funds aren't disbursed until a benefactor files a claim. Providing these important contacts helps the charity satisfy your charitable wishes as quickly as possible after your life.

# Glossary of Terms

**Administrator** | The person appointed by the court to manage one's estate when he or she dies without a will. Administrators have the same duties as executors.

**Annuity** | A contractual arrangement to pay a fixed sum of money to an individual at regular intervals. The annuity secures fixed lifetime payments to the benefactor and/or another individual.

**Beneficiary** | An individual designated to receive benefits or funds under a will or other contract, such as an insurance policy, trust or retirement plan.

**Bequest** | A gift or legacy left by will, typically personal property or assets.

**Codicil** | A legal instrument made to modify an earlier will.

**Decedent** | A deceased person.

**Estate** | An interest in assets and personal property; also the legal entity which manages and distributes a decedent's property.

**Estate Tax** | A federal or state tax on the value of the property held by an individual at his or her death (paid by the individual's estate).

**Executor (or Personal Representative)** | The person named in a will to manage the estate. This person will collect the property, pay any debt and distribute your property or assets according to the will.

**Fiduciary** | A person or institution legally responsible for the management, investment and distribution of funds. Examples include trustees, executors and administrators.

**Grantor** | The person who transfers assets into a trust for the benefit of him/herself or others.

**Guardian** | An individual legally appointed to manage the rights and/or property of a person incapable of taking care of his or her own affairs.

**Heir** | A person entitled to inherit a portion of the estate of a person who has died without a will.

**Inter Vivos Trust** | A type of trust created during one's lifetime to hold property for the benefit of him/herself or another person.

**Intestate** | The term applied when an individual dies without a will.

**Legacy** | A transfer of personal property by a will.

**Living (Revocable) Trust** | A revocable trust established by a grantor during his or her lifetime in which the grantor transfers some or all of his or her property into the trust.

**Living Will** | Instructions specifying decisions regarding an individual's health if they are no longer able to make decisions due to illness or incapacity, and appointing a person to make such decisions on their behalf.

**Personal Representative** | An executor or administrator charged with marshaling assets, paying bills and taxes and ultimately distributing an estate.

**Power of Attorney** | A written legal document that gives an individual the authority to act for another.

**Probate** | The court supervised process of administering the estate of a deceased person by resolving all claims and distributing the deceased person's property under a valid will.

**Settlor** | The creator of a trust.

**Testament** | A will.

**Testamentary Trust** | A trust that is created upon death by the terms of a person's will or living trust.

**Testator** | An individual who dies leaving a will or testament in force.

**Trust** | A written legal instrument created by a grantor for the benefit of him/herself (during life) or others (during life or at death).

**Trustee** | The individual or institution entrusted with the duty of managing property placed in the trust. A "co-trustee" serves as trustee with another. A "contingent trustee" becomes trustee upon the occurrence of a specified future event.

**Will** | A legally executed document that directs how and to whom a person's property is to be distributed after death.



## Essential Information Checklist

This checklist is designed to help you organize your important information. This will help you when you go to see an attorney to prepare your will and other key planning documents. It will also help your loved ones at a time when they need it the most—if you are no longer able to make decisions for yourself or if you have passed away. While it will take some time to complete, the time couldn't be better spent. While your passing is a certainty, when it will happen is not, and there are other uncertainties in life. Imagine the peace of mind that will come from knowing you have done all that you can do for yourself and your loved ones to be prepared for the unexpected. Gathering information is your first step in this process.

We recommend keeping these documents together in a secured location. Most importantly, share the location with your loved ones.

## You and Your Spouse

- Full Legal Names
  - Addresses
  - Phones
  - E-mails
  - Dates and Places of Birth
  - Social Security Numbers
  - Driver's Licenses
  - Marital Status
    - Marriage Certificate
    - Prenuptial Agreement
    - Widowed, Divorced or Legally Separated—Including Final Court Order(s)
  - Citizenship Status
  - Employment Status
  - Current or Most Recent Employer
  - Military Service
  - Planning Documents in Possession
    - Will or Revocable Living Trust
    - Health Care Directive
    - Physician's Order
    - Life Sustaining Treatment
    - Power of Attorney—Financial or Health
    - Personal Property Inventory
  - Logins and Passwords to Email, Online Banking, Investment and Retirement Accounts, Credit Cards, Etc.
- 

## Your Parents, Children and Grandchildren

*You will need this information for all children (by birth or adoption) even if you don't intend to include them in your estate plans.*

- Full Legal Names of All Children (by birth or adoption)
  - Addresses
  - Phones
  - E-mails
  - Dates of Birth
  - Social Security Numbers
  - Status
    - Dependent
    - Date of Adoption
    - Previous Marriage
    - Special Needs
    - Deceased
      - Dates of Death
      - Resting Place
- 

## Your Pets

- Names
  - Description
  - Vet Contact Information
  - Food/Medicine/Special Instructions
- 

## Assemble Contact Information for Professional Advisors

- Physicians
- Dentist
- Attorney
- Financial Planner
- Investment Advisor
- Accountant
- Personal Banker
- Life Insurance Agent
- Charity—Legacy Planning Officers
- Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Financial Information

### Tax Records

- Location Stored
- Preparer Name and Contact Information

### Safety Deposit Boxes

- Location/Institution
- Address
- Box Number
- Key Location
- Who has Access Authority

### Cash (Liquid Assets)

- Type
- Bank Name/Location
- Account Number(s)
- Logins and Passwords
- Individually or Jointly Owned
- Is This Payable on Death (POD)

### Investment Accounts (Stocks, Bonds, etc.)

- Owner(s)
- Description
- Account Number(s)
- Brokerage/Advisor/Address/Phone Number
- Number of Shares
- Maturity Date of Bonds
- Beneficiary/Contingent Beneficiary(ies)
- Logins and Password

### Retirement Accounts (IRA/401K)

- Owner(s)
- Description
- Account Number(s)
- Custodian Name/Address/Phone Number
- Beneficiary/Contingent Beneficiary(ies)
- Logins and Password

### Social Security Payments

- Deposited to Account
- Bank Name
- Bank City/State/Phone Number
- Account Number

### Other Income Producing Assets

- Owner(s)
- Description
- Company

### Veteran's Benefits

- Identification Number
- Copy of DD214
- Veteran's Services Office Location
- Phone Number
- Important Contact Information

### Pension Information

- Type of Plan
- Company Name/Address
- Benefit Value
- Named Beneficiary
- Logins and Password

### Insurance Policies (Life Insurance/Annuities)

- Owner(s)
- Type
- Company
- Contact Information
- Policy Number(s)
- Beneficiary/Contingent Beneficiary(ies)
- Logins and Password

### Business Interests

- Owner(s)
- Business Name
- Location
- Number of Shares/Percentage
- Type of Business
- Copy of Document Establishing Business

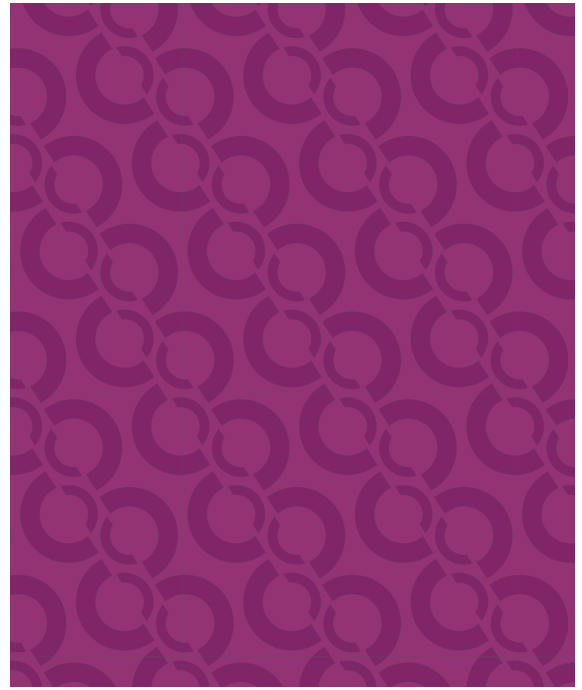
### Real Estate

- Owner(s)
- Description
- Address
- Date Purchased
- Mortgage Information (if applicable)
- Deed

### Debts

- Mortgages
- Loans (insurance, bank, personal)
- Credit Cards
- All Other Debts or Obligations
  - Description (loan or account number)
  - Creditor Name





#### Debts Owed to Me

- Owner(s)
- Description
- Debtor Name/Address

#### Tangible Personal Property (Automobiles, Boats, Jewelry, Coins, Art, Collectibles, etc.)

- Owner(s)
- Description
- Date of Purchase
- Beneficiary/Distribution
- Location/Title(s)
- Debts or Obligations

#### Donor Advised Funds/Administrator Name

- Types of Funds
- Administrator Contact
  - Name
  - Address
  - Phone Number
- Fund Agreements
- Beneficiary Designations

## Agents of Estate

- Estate Personal Representative or Executor (and alternate)
- Power of Attorney—Healthcare
- Power of Attorney—Financial
  - Name
  - Address
  - Phone Number
  - E-mail
  - Relationship, if Not Spouse

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## Document Final Instructions

- Body, Organ, Tissue Donation
- Funeral Instructions
  - Funeral Home
  - Funeral Arrangements Cremation—Burial—Body Donation—I have prepaid funeral arrangements with (company, address, phone, paid amount)
  - Preferred Resting Place
  - Preferred Funeral and Burial/Cremation Instructions
  - Obituary (what you would like included)
- Personal Statement to Loved Ones—Take a few moments to think about what you want to say to those you love that a will or living trust doesn't convey: what you feel is important in life, how you would like to be remembered, what you would like the next generation to know or, perhaps, simply what makes you happy.

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## Outline Distribution of Estate

### Gifts to Spouse/Loved Ones

- Description of Asset/Percent of Estate
- Contingent Beneficiary Name/Address
- Beneficiary Name/Relationship/Address



### Gifts to Charity

- Legal Name of Charity/Tax ID Number
- Location
- \$ \_\_\_\_\_ OR Percentage of Net Estate OR Description of Asset
- Contact Information
- Purpose of Gift

### Residue of Estate

- Individual Beneficiaries
  - Names
  - Addresses
  - Percent of Residue
- Charitable Beneficiaries
  - Legal Names/Tax ID Number
  - Addresses
  - Percent of Residue
  - Purpose of Gift

## Gifts of Tangible Personal Property

If your state allows it, you can create a separate list for gifts of tangible personal property that can be changed and updated. This includes personal items that can easily be moved such as furniture, books, jewelry, kitchen goods, china, clothes, art and the like. If the items have a high financial value, talk with your attorney about the best way to transfer them. Whenever you update this list, make sure to make a copy and give the original to your executor or your attorney.

- List Description
  - Recipient
  - Contact Information
- 

## Storing Important Documents

If you have placed important documents in a secure place unknown or unavailable to family, there may be significant financial consequences and your final wishes may not be followed. For example, without a will, regardless of your personal wishes, state laws will determine the transfer of your estate. Inactive financial and bank accounts will become the property of the state. Without a Healthcare Power of Attorney, family members may not agree on who is to make potentially life-altering decisions and could ultimately end up in court. In order to avoid these potential issues, it is important to review the pertinent documents and how they should be secured.

### Will

- An original will should be kept in a secure place known to a trusted family member, or perhaps with your attorney.

### Revocable Living Trust

- An original should be given to legal, financial and investment advisors, with a copy to the successor trustee.

### Financial Power of Attorney

- Multiple originals of the Financial Power of Attorney should be given to the person appointed, as well as legal and financial advisors.

### Healthcare Power of Attorney

- Originals should be given to the individual appointed, as well as trusted family members, all physicians and your attorney.

### Living Will

- Give originals to immediate family, all physicians and your attorney.

### Logins

- Keep a list of electronic, social media, financial and bank account user names and passwords. Keep the list in a secure place, known to a trusted individual, and to whom you appoint your Financial Power of Attorney.

### Funeral and Burial Instructions

- Provide a copy of funeral and burial arrangements to a spouse, children, a trusted family member and others who will be making final arrangements, including a funeral director if you have prearranged your funeral.

### Document Location List

- Make the location of this master document known to immediate family and the person appointed in the Power of Attorney, along with your attorney.

### Personal Contacts List

- A list of individuals to be contacted in the event of a serious illness and/or death will be of great assistance to family members or a close friend. Also, a list of professional advisors will be helpful for those you have appointed to assist if you are incapacitated or in administering your estate.



# Including Cincinnati Children's in Your Estate Plan

Many grateful families, friends and former patients have provided for Cincinnati Children's as part of their estate. Bequests enable the medical center to provide the best possible care for the children we serve, expand clinical and research programs and endow key faculty positions.

## Suggested Language for Bequests

"I give, devise and bequeath \$ \_\_\_\_\_ or \_\_\_\_\_ % of my estate to the Cincinnati Children's Hospital Medical Center, an Ohio nonprofit corporation, to be used at the discretion of the Cincinnati Children's Hospital Medical Center Board of Trustees."

### Restricted Gifts

Should you wish to designate your gift for a specific purpose, we strongly recommend that you contact us to discuss the restriction to make sure that we are able to honor your intentions. Restricted gifts should include the following language:

"If at some future date, circumstances at Cincinnati Children's Hospital Medical Center should change so that the uses and purposes for which these funds have been designated are no longer possible or permissible or are in conflict with the policies of the Board of Trustees, then the Board of Trustees may, at its sole discretion, determine the permissible use most closely related to that identified by the testator and consistent with the testator's general interests and charitable intent in supporting Cincinnati Children's Hospital Medical Center."

## Beneficiary Form Information


Cincinnati Children's Hospital Medical Center, Cincinnati, OH  
SSN/EIN: 31-0833936


### Please contact us to share how you would like your gift to be designated.

If you include Cincinnati Children's in your will or trust (or any other future gift arrangement) we hope you will let us honor you as a member of our William Cooper Procter Legacy Society.

For additional information regarding planned or future giving opportunities at Cincinnati Children's, please contact:

Learn more at [cincinnatichildrens.org/legacyplanning](https://cincinnatichildrens.org/legacyplanning)

 513-803-0568 or 800-344-2462

 [legacyplanning@cchmc.org](mailto:legacyplanning@cchmc.org)

 [cincinnatichildrens.org/legacyplanning](http://cincinnatichildrens.org/legacyplanning)



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