



## OFFICE OF GIFT PLANNING WILL TOOLKIT



The Benjamin Wofford Society recognizes individuals who have made the ultimate expression of their faith in the college by remembering Wofford in their estate plans.

This Will Toolkit is designed to help you maximize your time with your

attorney when creating a will. It also provides information on how to include a charity such as Wofford if you so choose. If you have any additional questions, please contact Lisa De Freitas, director of gift planning, at 864-597-4203 or [defreitaslh@wofford.edu](mailto:defreitaslh@wofford.edu).

To maximize your time with your attorney, consider gathering the following information before your visit:

### **Personal Information** (for you and your spouse, if applicable)

Full legal name and any alternate names you are known by, permanent address, social security number, date of birth, place of birth, date of marriage, place of marriage, any previous marriages, dates of previous marriages, children and financial obligations from this marriage, and whether the marriage ended in divorce or by death, U.S. citizenship, occupation, annual income, state of health and eligibility for health insurance

### **Relatives** (for you and your spouse, if applicable)

Children (include all children including from previous relationships or adopted)  
Full legal name, date of birth, parents (if other than you and your spouse), permanent address, education completed, education in progress, occupation, child's spouse name and occupation (if applicable)

#### Grandchildren

Full legal name, date of birth and permanent address

#### Parents

Full legal name, address, age or date of birth, state of health

### Siblings

Full legal name, living or deceased, permanent address, age, marital status and spouse's name, children's names

## **Assets**

### Bank Accounts (Checking, Savings or Money Market accounts)

Include for each account: Name of institution, account type, account number, average balance, name(s) authorized on this account

### Stocks, Bonds and Mutual Fund Holdings

- Holdings in a brokerage account: Name of broker, number of shares, company, in whose name(s), fair market value, cost basis
- Securities not held in brokerage account: Type of security, number of shares, company, in whose name(s), serial number, date of purchase, amount

### Certificates of Deposit

Include the following for each CD: Issuing bank and address of bank, certificate #, maturity date, owner(s), amount

### Retirement Assets

- Armed Forces retirement entitlements (for you or your spouse): Branch of service, dates of service, amount and survivor benefits
- Pension or profit sharing plans (for you or your spouse): Amount, company and beneficiary
- IRAs (for you or your spouse): Amount, company and beneficiaries

### Real Estate

For each real estate holding include: Type of property and location, name(s) on title, original cost, fair market value, assessed value, mortgage amount, lender

### Insurance

List the following information for each life insurance policy for you and your spouse: Type of policy, policy number, name of company, face amount, beneficiaries, loan on policy, cash value, owner

### Long-Term Care Insurance

Include: Company, policy number and monthly benefit

### Potential Assets

- List any persons from whom you or your spouse anticipate being the beneficiary of a bequest
- Identify any trusts that you have created or under which you are a beneficiary

Other Assets (including but not limited to the following)

- Business interests
- Automobiles
- Boats, trailers, motor homes, campers, etc.
- Coin collections, guns, family heirlooms
- Jewelry, art, household effects
- Safety deposit box or lock box (Include box location, box #, key location and others with access)

## Liabilities

List any liabilities for you or your spouse: Amount, owed to whom, due date, secured by what asset

## Beneficiaries

Individuals

Names for all non-relatives (persons listed above) include address, age and relation

Charities

Include full organizational name, address, tax ID# and the purpose of the gift

## Interested Parties

Executor (include at least one alternate name):

Name, telephone, address

Guardian for any minor children (include at least one alternate name): Name, telephone, address

Your accountant

Name, telephone, address

Your attorney

Name, telephone, address

Your financial planner

Name, telephone, address

## Arrangements

- Location of living will or medical directives order
- Funeral and burial Instructions

# SAMPLE BEQUEST LANGUAGE

Bequest for a specific amount

"I hereby give, devise and bequeath to Wofford College, an educational institution with Tax ID #57-0314422, the sum of \$\_\_\_\_\_ from my estate for the general purposes of the college. Contact Wofford College through the Office of Gift Planning at 429 North Church Street, Spartanburg, S.C. 29303-3663, 864-597-4203 and www.wofford.edu."

Bequest of percentage

"I hereby give, devise and bequeath to Wofford College, an educational institution with Tax ID # 57-0314422, \_\_\_\_\_ percent of the residue of my estate for the general purposes of the college. Contact Wofford College through the Office of Gift Planning at 429 North Church Street, Spartanburg, S.C. 29303-3663, 864-597-4203 and www.wofford.edu."

Bequest of remainder

"I hereby give, devise and bequeath to Wofford College, an educational institution with Tax ID #57-0314422, all the rest, residue and remainder of my estate, both real and personal, of whatever kind and wherever located, including without limitation all property acquired by me after the execution of this Will and all lapse legacies and bequests for the general purposes of the college. Contact Wofford College through the Office of Gift Planning at 429 North Church Street, Spartanburg, S.C. 29303-3663, 864-597-4203 and www.wofford.edu."

To allocate your bequest to an existing restricted fund or establish\* a new endowed fund:

"... to be used for endowed need-based scholarships for undergraduate students."

"... to be used to establish the Jones Family Endowed Scholarship Fund."

"... to be used for an endowed professorship in the English Department."

"... to be used for student travel during Interim."

*\*You are encouraged to speak with a member of the college advancement staff to ensure that any fund you establish is in accordance with Wofford's gift acceptance policy and to ensure that the fund is used according to your intent.*

Please note that these are examples and not intended to be a complete list of possibilities.

To prepare for the unexpected, inclusion of the following language is suggested:

"If, in the judgment of the Board of Trustees of Wofford College, changed circumstances should at some time make it impractical to continue using the fund for the purpose designated, the Wofford College Board of Trustees may redirect the fund giving consideration to my special interests and original intent."