WILL PLANNING GUIDE

Your legacy is Calgary's bright future

Presented by



United Way
Calgary and Area

SAGIUM™

Sagium is a great partner of United Way of Calgary and Area and a proud sponsor of our Tomorrow Fund program. This expert team of Calgary-based wealth and risk management professionals understands the value of long-term planning personally, professionally, and philanthropically.

One financial decision can affect many other elements of your planning. Making these important decisions can be complicated. Sagium understands the need for guidance and due diligence that is required from your team of professionals and hopes you find this will planning guide useful in your planning journey.

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GETTING STARTED

United Way believes in supporting our community today and tomorrow and hope you find this guide useful when considering a legacy for yourself, your family, and our community.

By using today to plan for tomorrow, you can retain more of your assets, protect your estate, and leave a lasting legacy for yourself, your loved ones, and your community.

The purpose of this guide is to assist you in considering and collecting information, which you and your lawyer can use to help prepare or update your Will. If you have an existing Will, you can easily make amendments by simply adding a codicil. Everyone can benefit from developing a Will, regardless of age or financial position. A Will allows you to direct and control the disposition of your assets in the event of your death. Everyone can benefit from developing a Will, regardless of age or financial position.

A thoroughly crafted Will is critical for your estate to be distributed in accordance with your wishes. It simplifies and speeds the transition of assets to the next generation, ensuring your beneficiaries are protected.

Keep this document and your completed Will in a secure place, and make sure to let your executor(s) know where to locate it.



GLOSSARY

Asset(s) Items of ownership convertible into cash.

Beneficiary(ies) A person or group designated as the recipient(s) of funds or other property under a Will, trust, insurance policy, etc.

Contingent Beneficiary Someone you name to receive the residue of your estate should your children or spouse pass away before you.

Codicil A document containing an addition, explanation, or modification of a Will.

Estate Property Property or possessions owned by a person.

Executor(s) A person(s) named in a Will to carry out the provisions of the Will.

Legacy A gift of personal property or money given to a beneficiary or group of beneficiaries.

Probate The official confirmation of a Will by the courts, confirming the Executor's legal authority.

Trustee A person you give legal power to manage your money or properties, appointed by you under your Will.

ABOUT YOU

Surname:_____ Given Name:_____

Other Names Use :_____

Address:_____

Are you planning on moving in the foreseeable future?_____Yes_____No

Do you live outside Canada for part of the year?_____Yes_____No

Home Phone:_____Business Phone:_____

Cell Phone:_____Email:_____

Occupation:_____Employer:_____

Date of Birth:_____/_____/_____ Citizenship:_____
MM/DD/YYYY

Marital Status:___Single (never married)___Married___Common Law___Widowed___Divorced___Separated

ABOUT YOUR SPOUSE/PARTNER*

Complete this section if you are married or in a significant long-term relationship, including common-law partners for the purpose of this guide

Surname:_____ Given Name:_____

Address (if different from above):_____

Occupation:_____ Employer:_____

Date of Birth:_____/_____/_____ Citizenship:_____
MM/DD/YYYY

Date of marriage, if applicable:_____/_____/_____
MM/DD/YYYY

Was there a marriage contract or prenuptial agreement?_____Yes_____No

Often marriage and domestic contracts require the parties to place or maintain life insurance policies. To avoid any legal dispute after death, please make sure you have worked with an insurance advisor to fulfill those obligations and provide a copy of any agreement(s) and policy(ies).

*If applicable.

ABOUT YOUR DEPENDENTS*

Name: _____

Relationship: _____

Address: _____

Date of Birth: ____/____/_____ Marital Status: _____
MM/DD/YYYY

Disabilities/Challenges: _____

Name: _____

Relationship: _____

Address: _____

Date of Birth: ____/____/_____ Marital Status: _____
MM/DD/YYYY

Disabilities/Challenges: _____

Name: _____

Relationship: _____

Address: _____

Date of Birth: ____/____/_____ Marital Status: _____
MM/DD/YYYY

Disabilities/Challenges: _____

Name: _____

Relationship: _____

Address: _____

Date of Birth: ____/____/_____ Marital Status: _____
MM/DD/YYYY

Disabilities/Challenges: _____

*If applicable.

GETTING ORGANIZED

Your Will is the most important part of your estate plan. If you do not already have a Will, you should prepare one with your lawyer, once you have considered all aspects outlined in this guide.

Do you have a Will?_____Yes_____No

If yes, when was this Will signed?_____

Where is this Will located?_____

Does your spouse have a Will?_____Yes_____No

PROFESSIONAL ADVISORS

It is important to keep a list of all your advisors and their contact information.

Doctor:_____

Lawyer:_____

Accountant:_____

Stock Broker:_____

Insurance Advisor:_____

Financial Advisor:_____

Other:_____

DOCUMENT CHECKLIST

_____Address book
_____Alter ego/joint partner trust agreement
_____Bank account statements and/or passbooks
_____Birth certificate
_____Business records (details of corporate shareholdings; interests in partnerships)
_____Current Will
_____Family trust agreement
_____Funeral plans and burial information insurance policies
_____Investment and RRSP/RIF accounts
_____Liabilities (mortgage documents, other debts)
_____Marriage contract, domestic or prenuptial agreements
_____Personal Directive
_____Power of Attorney documents real estate and/or property documents
_____Recent tax returns
_____Safety deposit box information
_____Separation agreement and/or divorce documents
_____Vehicle ownership paper(s)

HOW TO ACCOMPLISH YOUR OBJECTIVES

In order to carry out your wishes for your family and your estate, there are many important aspects that you need to consider. The following section highlights the different options you may need to discuss with your lawyer in your estate plans.

PREPARE A PERSONAL DIRECTIVE

If you become mentally incapable of making personal care decisions, someone else must make them for you. This person is called your Agent. For some decisions including those about your medical treatment, the law says your doctor and other health care providers must get your Agent's consent before taking action.

Substitute Decision Maker: _____

PREPARE A POWER OF ATTORNEY

A Power of Attorney grants an individual the power to make decisions on your finances and/or management of your property if you are incapacitated and unable to make decisions for yourself. Before you prepare a Power of Attorney, a lawyer should be consulted so that you fully understand the powers that your designated attorney will have, and the circumstances under which the Power of Attorney can be activated or terminated.

Power of Attorney: _____

CHOOSING A QUALIFIED EXECUTOR

An Executor is one or more individual(s) or a trust company appointed in your Will to administer and distribute your assets after your death. Be sure to appoint someone who is qualified to carry out your wishes, such as your spouse, adult children, family member, friend, or business associate.

Executor(s): _____

CHOOSING A GUARDIAN FOR YOUR CHILDREN

A guardian is the person or persons named to care for, in the event of the parents' death, minor children, or dependents who are mentally incapable of caring for themselves.

First choice for guardian(s): _____

Second choice for guardian(s): _____

ESTATE DISTRIBUTION

One of the decisions you must make when planning your estate is deciding what to leave and to whom. There are generally two methods by which disposition of your estate can be accomplished: Immediate Distribution and In Trust.

IMMEDIATE DISTRIBUTION

Your Executor, following your wishes in your Will, distributes all or part of your estate to your beneficiaries after all outstanding debts, taxes, administrative and legal expenses are paid.

Name	Relationship	Percentage

IN TRUST

Trusts can be complex and the uses are many and varied. The most common use of a trust is in a situation where both parents die before their children are old enough to be financially responsible. A protective trust allows income to be paid for the necessities of the children, but delays distribution of the capital until the children attain the age set out in the Will. Trusts require legal and financial advice as well as a trustee to administer.

Name of Trustee(s): _____

SPECIAL GIFTS

A special gift is a convenient way to show consideration for beneficiaries who are not principal beneficiaries. You can select a specific distribution of cash or property.

Name	Relationship	Gift Type

RECORD OF ASSETS AND LIABILITIES

ASSETS OUTSIDE YOUR WILL

There are some assets that do not pass through the estate, and can include a specific beneficiary. Discussing beneficiary designated assets can greatly simplify the process of transferring such assets to the beneficiaries. Naming beneficiaries on these types of assets is most commonly completed with your financial institution with the benefit of their forms. These assets may include: RRSPs or RIFs, life insurance, pensions plans, and assets that are jointly owned.

You can save time and reduce the possibility of problems for your Executor by making a detailed list of everything you own and the location of documents needed to settle your estate. It is important to note that jointly held assets can be quite complex depending on your personal circumstances, and may require further conversations with your trusted advisor.

REAL ESTATE

Primary Residence Address: _____

Secondary Property Address: _____

PERSONAL AND HOUSEHOLD ITEMS

List any items of personal property you wish to discuss (vehicles, jewelry, books, artwork, etc.):

_____

_____

_____

BANK ACCOUNTS

Bank Institution	Location	Ownership (sole or joint)

PENSION PLANS, RRSPS, RESPS, AND TFSAS

Do you have a pension plan?___Yes___No If yes, Company:_____
Does your spouse have a pension plan?___Yes___No If yes, Company:_____
Do you have an RRSP?___Yes___No
Do you have an RESP?___Yes___No
Do you have a TFSA?___Yes___No

Other information:_____

OTHER ASSETS AND INVESTMENTS

Provide a description and financial detail.

_____

LIFE INSURANCE

Do you own a life insurance policy on:
Your life?___Yes___No
Your spouse's life?___Yes___No
Your child(ren)'s life(ves)?___Yes___No

Insurance company:_____

Policy death benefit:_____

Beneficiary(ies):_____

RECORD OF LIABILITIES

Liabilities include money owned on credit cards, lines of credit, loans, promissory notes, guarantees, mortgages, reverse mortgages, and lease agreements.

Type of liability:_____

Creditor:_____

Current amount:_____

Ownership (sole or joint):_____

LEAVING A LEGACY WITH UNITED WAY

United Way of Calgary and Area is a trusted leader, influencer, and catalyst for change in our community. United, we accelerate change to improve the lives of our neighbours who need it most, making our local community stronger.

Through a legacy gift you can help shape the future of Calgary and area, culminating a lifetime of giving with a one-time transformational gift. By making a legacy gift to United Way, you can build upon the impact your giving has already made and continue to improve the lives of individuals and families for years to come.

GIVING OPTIONS

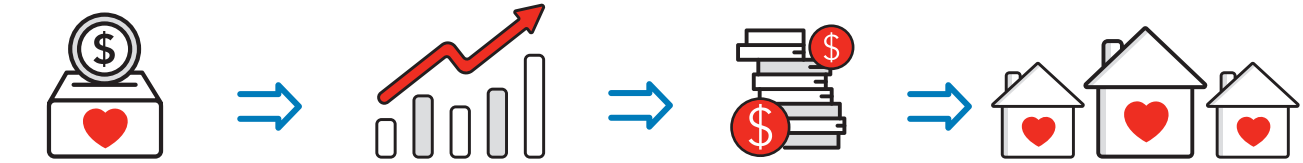
There are many ways for you to create a legacy gift to United Way that aligns with your values and vision for our community. Leaving a gift for tomorrow provides you with the opportunity to create lasting impact and long-term solutions by helping future generations in our community.

One way to leave a legacy gift is through United Way's Tomorrow Fund.

WHAT IS THE TOMORROW FUND?

The Tomorrow Fund is United Way's legacy fund—a long-term community investment for those who want to build powerful legacies that reflect their values and vision for the future. A gift to the Tomorrow Fund really is the gift that keeps on giving.

Gifts to the Tomorrow Fund are invested long term, and the interest earned pays dividends in the form of community investments in local programs. As your gift grows over time, so does our ability to support the community in issue areas you care about through an ongoing and sustainable source of revenue.



By investing in The Tomorrow Fund, you're building an enduring legacy that reflects your commitment to the people and future of Calgary.

YOUR LEGACY IS IN GOOD HANDS

The Tomorrow Fund is professionally managed by Mawer Investment Management and overseen by United Way's Board of Directors.

The Tomorrow Fund provides a variety of options to support your family's unique passions:

INSURED FOR THE FUTURE
Gifts of life insurance is an affordable option that allows you to make an extraordinary gift to your community. You can transfer ownership of a new or existing policy, or you can make United Way a full or partial beneficiary of a policy you continue to own.

RETIREMENT PLANS
You can designate United Way as a beneficiary of your RRSPs or RRIFs, or even a TFSA. Your gift qualifies for an official tax receipt and can offset tax payable on other assets of your estate.

BECOME A PROMISE DONOR
Promise Donors have pledged a gift through bequest, life insurance, or other gifts to be realized in the future. We celebrate them today for their incredible foresight and generosity. Sharing your intention and passion can inspire others to give and will ensure we are able to honour your wishes and recognize your generosity.

CREATE A FAMILY FUND
An opportunity to consolidate your giving and create a donor-advised fund with United Way to suit your individual needs. Every year, you and your family can decide on the agencies, projects, and issues you'd like to support. Family Funds are a flexible option to include family members in your family legacy.

BENEFITS OF GIVING

- Leave a legacy that aligns with your values, and will help shape the future of Calgary for generations to come.
- Maximize your impact through tax and estate planning benefits.
- Inspire others in their philanthropic journey to give back, creating a ripple effect in supporting our community.

CHARITABLE BEQUESTS AND WILL WORDING

When naming a charity such as United Way as a beneficiary in your Will, your estate will benefit from the charitable tax receipt offsetting taxes due. A bequest is the most common type of planned gift. The gift can be a piece of property, a sum of money, or a percentage of your estate.

We value you as a donor and welcome you to make charitable contributions in the form of a bequest. The below Will wording is suggested language for you to use when creating your Will. It is up to you to decide how your gift will be used, however, a general gift allows United Way to direct the monies received to the areas of greatest need. If you have special wishes regarding how you would like to design your bequest, please contact us as we would be pleased to help.

Unless you instruct otherwise, bequests to United Way of Calgary and Area will go into United Way's Tomorrow Fund.

On the next page, you will find suggested language to use when drawing up your will. We strongly recommend you consult with your professional advisors if you are considering including United Way in your estate plans.

BEQUESTS TO UNITED WAY

There are various ways in which bequests can be made to United Way:

PERCENTAGE CHARITABLE BEQUEST

You give a percentage of your estate to United Way.

"I pay and transfer to United Way of Calgary and Area, Charitable BN 13022 9750 RR0001 _____% (or portion) of the residue of my estate."

SPECIFIC CHARITABLE BEQUEST

You give a specific asset or collection of assets such as cash, securities, or other designated property to United Way.

"I pay and transfer to United Way of Calgary and Area, Charitable BN 13022 9750 RR0001 $_____, or (a specific asset)."

RESIDUARY CHARITABLE BEQUEST

You give all or a percentage of what remains in your estate after all specific bequests have been satisfied and debts and expenses have been paid.

"I pay and transfer all my remaining assets of any kind to United Way of Calgary and Area, Charitable BN 13022 9750 RR0001."
OR
"I pay and transfer _____% of my residual estate to United Way of Calgary and Area, Charitable BN 13022 9750 RR0001."

CONTINGENT BEQUEST

You give all or a portion of your estate to United Way when a named individual beneficiary dies before you do.

"In the event that (Name of person) predeceases me, I give their share of my estate to United Way of Calgary and Area, Charitable BN 13022 9750 RR0001."

SPECIFIC PURPOSE BEQUEST

You have identified a specific charitable area of interest that you wish your gift to be directed to.

"I pay and transfer (___%) or ($____), or (a specific asset) to United Way of Calgary and Area, Charitable BN 13022 9750 RR0001 to be used for [example: "supporting isolated seniors in Calgary"] or where the gift is for a certain purpose and where it is, in the opinion of the Board of the charity, impossible, inadvisable, or impractical to use the gift for the specified purpose, then the charity may use the gift to its best advantage, keeping in mind my original wishes."

RECOGNIZING YOUR GIFT

Did you know that less than 10% of donors let us know they have left us a gift in their Will?

Please inform the Strategic Giving Team if you are including United Way in your estate plans and we would be happy to help you fulfill your wishes. Donations to the Tomorrow Fund are also recognized in publications such as our Honour Roll as a way of thanking our donors and encouraging others to consider making a legacy gift.

If you would like to find out more information about Planned Giving or our Tomorrow Fund, visit:

calgaryunitedway.org/planned-giving
or **calgaryunitedway.org/tomorrow-fund**

or contact our Planned Giving Team at planned.giving@calgaryunitedway.org

Our Privacy Promise: Your support is very important to us. We value your privacy, and we will not sell or trade your name with other organizations. Charitable #13022 9750 RR0001. This year, United Way of Calgary and Area aims to match last year's fundraising success, with a goal of surpassing $50 million to support our community. It will cost approximately 14% to 16% of the total to raise this, well below the Canada Revenue Agency's acceptable level of 35%. The funds from this campaign will support the greatest needs or will be used as directed by the donor. For further information, please contact United Way at (403) 231-6265 or planned.giving@calgaryunitedway.org.

Notes



CONTACT INFORMATION

To access additional resources or for additional support please contact our strategic giving team:
Planned Giving Officer
P: 403.231.6444 | E: planned.giving@calgaryunitedway.org
Charitable BN: 13022 9750 RR0001

We hope this resource has been beneficial to your Will planning. Thank you for envisioning a better community for all.

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BN/Registration Number: 13022 9750 RR0001