



CHRISTIAN WILLS and ESTATE PLANNING GUIDE

We hope this form is helpful as you consider your estate plan. You may wish to provide this information, along with other documents, [to your attorney or financial advisor to help you prepare your estate plan](#), and to keep a copy for your files.

Contact the Executive Secretary, Jannet Ortiz at 585-582-8201 or ebicstewardship@elim.edu and we'll be happy to help through every step of the process.

STEP 1: OUR FAMILY

My full name _____

Other names by which I have been known _____

Citizenship _____

Address _____

Date of Birth _____ Social Security Number _____

Existing Will? Yes No If yes, what is the date of that will? _____

Marital Status: Single Married Widowed Separated Divorced Remarried

Full name of my spouse _____

Other names by which he/she has been known _____

Citizenship _____

Date of Birth _____ Social Security Number _____

List any prior marriages of either spouse _____

CHILDREN I do not have children I have the following children:

List all adult and minor children, including legal, adopted, predeceased, or children by other marriages whether or not you intend to include them in your will. Attach page as necessary.

Child 1) Full Name _____ Date of Birth _____

Address _____

Spouse _____ Date of Birth _____

Names of children _____

Child 2) Full Name _____ Date of Birth _____

Address _____

Spouse _____ Date of Birth _____

Names of children _____

STEP 2: THE PEOPLE WE TRUST

PERSONAL REPRESENTATIVE/EXECUTOR

Responsibilities of a personal representative/executor may vary by state and can include: notifying business relationships of your death, filing the Will with probate court, paying bills and final expenses, keeping accurate records, liquidating assets, making distributions to beneficiaries, and filing estate tax returns. As this can involve a significant amount of time and effort, your representative may be compensated for his service and hire professionals to assist him.

First choice _____ Relationship _____
Address _____
Phone number _____ Email address _____
Alternate _____ Relationship _____
Address _____
Phone number _____ Email address _____

GUARDIANSHIP

Whom would you want to be guardian of any minor children if you and your spouse are deceased? A guardian makes all the decisions that a parent would make, and assumes responsibility for teaching and raising the child(ren).

First choice _____ Relationship _____
Address _____
Phone number _____ Email address _____
Alternate _____ Relationship _____
Address _____
Phone number _____ Email address _____

POWER OF ATTORNEY

Who do you want to handle your affairs if you're unavailable or unable to do so?

Note that to be legally effective, you will need additional documents called a Durable Power of Attorney and Healthcare Directives (such as a Living Will).

1) Financial/Business Matters

First choice _____ Relationship _____
Address _____
Phone number _____ Email address _____
Alternate _____ Relationship _____
Address _____
Phone number _____ Email address _____

2) Healthcare Decisions

First choice _____ Relationship _____
Address _____
Phone number _____ Email address _____

Alternate _____ Relationship _____
Address _____
Phone number _____ Email address _____

STEP 3: OUR MONEY AND BELONGINGS

WHAT YOU OWN—ASSETS

To consider your total estate plan, you may wish to list all assets—even those with a designated beneficiary or placed into a trust. Note those exceptions in the lines below each type of asset.

Checking Account:

Bank _____ Name(s) on the account: _____
Institution address _____ Value _____
If you have additional checking accounts, list them here: _____

Savings / Money Market Account

1) Bank _____ Name(s) on the account: _____
Institution Address _____ Value _____
2) Bank _____ Name(s) on the account: _____
Institution Address _____ Value _____
If you have more than two savings accounts, list them here: _____

Certificates of Deposit

1) Bank _____ Name(s) on the account: _____
Institution Address _____ Value _____
2) Bank _____ Name(s) on the account: _____
Institution Address _____ Value _____
If you have more than two savings accounts, list them here: _____

Securities (stocks, bonds, mortgages, notes, trust deeds, etc.)

1) Issuing company _____
Name(s) on account _____ Value _____
2) Issuing company _____
Name(s) on account _____ Value _____
If you have more than two security accounts, list them here: _____

Life Insurance

1) Issuing company _____
Name(s) on account _____ Value _____

2) Issuing company _____
Name(s) on account _____ Value _____
If you have more than two security accounts, list them here: _____

Commercial Annuities

1) Issuing company _____
Name(s) on account _____ Value _____

2) Issuing company _____
Name(s) on account _____ Value _____
If you have more than two security accounts, list them here: _____

Retirement Accounts *Note: Making charitable donations by beneficiary designation from tax-deferred retirement funds may save taxes for your heirs.*

1) Issuing company _____
Name(s) on account _____ Value _____

2) Issuing company _____
Name(s) on account _____ Value _____
If you have more than two security accounts, list them here: _____

Real Estate

1) Home/real estate description _____
Address _____
Name(s) on deed _____ Value _____

2) Home/real-estate description _____
Address _____
Name(s) on deed _____ Value _____
If you have other property, list it here: _____

Business Assets *(business property, limited partnerships, notes receivable, etc.)*

1) Description _____
Owner _____ Value _____

2) Description _____
Owner _____ Value _____

Miscellaneous Belongings (automobiles, jewelry, furniture, and household items)

1) Description of item _____
 To be given to _____ Value _____

2) Description of item _____
 To be given to _____ Value _____

3) Description of item _____
 To be given to _____ Value _____

Trusts, Inheritances, or other anticipated gifts (name any other assets you expect to receive before your death, and attach documentation if possible)

WHAT YOU OWE—LIABILITIES (give details/account numbers/estimated balances)

Mortgage _____ Amount _____

Vehicle loan _____ Amount _____

Credit card _____ Amount _____

Credit card _____ Amount _____

Other _____ Amount _____

Other _____ Amount _____

Other _____ Amount _____

STEP 4: THE PEOPLE AND ORGANIZATIONS WE WANT TO BLESS



Not only does a will protect and provide for your family, it also communicates your values to them and your heart for the Lord’s work.

For many Christians, a gift from their will (called a bequest) is the largest contribution they will ever make to ministry—impacting people for Christ for generations to come. The most common approaches for ministry bequests are listed below:

- **Add a ministry to your family.** Some families treat ministry organizations like one additional child. For example, if a family has three children, they might add a fourth child named “Ministry” and divide the assets in their will into four equal parts. Each of their children would receive 25%, and the remaining 25% would be given to a ministry or training institution of their choice.
- **Tithe on your estate.** Other families commit 10% of their estate to the organizations they feel passionate about, dividing the remaining 90% among their heirs.
- **Leave the remainder.** Others prayerfully decide how much is wise to leave their loved ones, designating the rest of their assets to advance the Lord’s work here and around the world.

SPECIFIC BEQUESTS *List specific amounts of cash, or other property such as coins, antiques, collections, etc., which you wish to specifically designate.*

1) Elim Bible Institute and College
Address 7245 College Street, Lima, New York 14485
Relationship _____
Percentage of estate, or description of property you wish to leave this person or organization

2) Other Ministry _____
Address _____
Relationship _____
Percentage of estate, or description of property you wish to leave this person or organization

RESIDUE AND REMAINDER *List those individuals or organizations designated to receive the remainder of your estate after all expenses have been paid and all specific bequests made.*

1) Name of beneficiary _____ Relationship _____
Address _____ Amount or Percentage _____

2) Name of beneficiary _____ Relationship _____
Address _____ Amount or Percentage _____

3) Name of beneficiary _____ Relationship _____
Address _____ Amount or Percentage _____

ONE LAST THING...

Include Christian Testimony (attach) Do not include Christian Testimony

I have a will at the present time (attach) I do not have a will at the present time

Other Notes:

CONTACT INFORMATION FOR NAMING EBIC ON BENEFICIARY FORMS

Legal name Elim Bible Institute and College
Federal Tax ID 46-2338120
Date of Incorporation November 5, 2012
Address 7245 College Street, Lima, New York 14485
Phone 585-582-8201
E-mail ebicstewardship@elim.edu
Web site elim.edu



SAMPLE LANGUAGE FOR NAMING Elim Bible Institute and College IN A WILL OR TRUST

- From the Residue
I _____ give _____ % of the residue of my estate to Elim Bible Institute and College, a New York non-profit corporation located in Lima, NY, with Federal Tax ID number 46-2338120 to be *used where most needed.
- A Specific Amount
I _____ give \$(amount) to Elim Bible Institute and College, a New York non-profit corporation located in Lima, NY, with Federal Tax ID number 46-2338120 to be *used where most needed.
- A Specific Asset (e.g., land, stocks, bonds, C.D., etc.)
I _____ give (description of the property or account number) to Elim Bible Institute and College, a New York non-profit corporation located in Lima, NY, with Federal Tax ID number 46-2338120 to be *used where most needed.
- Tax-Deferred Retirement Funds, U.S. Government Bonds, or IRD-type Assets
I _____ give ___% of my (description of asset) to Elim Bible Institute and College, a New York non-profit corporation located in Lima, NY, with Federal Tax ID number 46-2338120 to be *used where most needed. (Note: IRA, 401(k) and other tax-deferred assets properly designated to charity can avoid substantial income taxes in the estate. The effect of such a gift on the overall estate plan and its eventual beneficiaries is important to understand and review with professional counsel.)

*To DESIGNATE TO A SPECIFIC PROJECT, USE THIS ADDITIONAL LANGUAGE

I _____ give ... to Elim Bible Institute and College, a New York non-profit corporation located in Lima, NY, with Federal Tax ID number 46-2338120 to be designated for [...name project...]. In the event the need for this project has abated or cannot fully utilize the gift, it may be used for a similar project with pressing need.

The foregoing information is for educational purposes only and is not intended as legal or tax advice. Donors are encouraged to seek such counsel.