



RIVERSIDE
Gift Planning

PLANNING YOUR FUTURE
A UCR guide to planning your will or trust

Thank you for taking the time to plan your future and make an impact at UCR

Planning your future and protecting your loved ones is simple with this step-by-step Wills Guide from the University of California, Riverside. If you would like assistance in determining which planned gift options will best suit your financial situation, family needs, and charitable interests, contact us or visit our website. Our team is here to serve you every step of the way.

 877.249.0181

 PLANMYGIFT@UCR.EDU

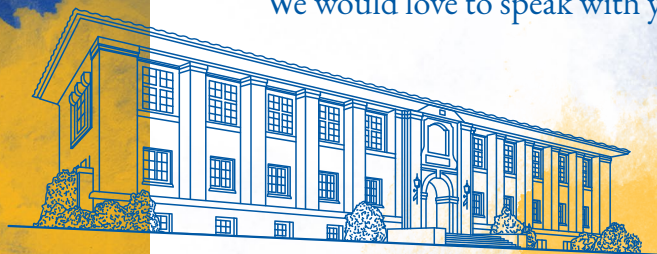
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1907 SOCIETY

The 1907 Society is a visionary group of supporters who provide for UC Riverside through their estate plans and other deferred giving arrangements.

If you've included UCR in your estate plans, please allow us the opportunity to thank you by inducting you as a member of The 1907 Society. This is a valuable step; not only will your membership inspire others to make similar plans for the future, but it will ensure your specific wishes are noted in our records. Of course, your name and intentions can be kept private if you wish.

For more information, please call us or visit our website.
We would love to speak with you.



CONTENTS

Introduction

What Kind of Legacy Will You Leave?	2-3
Planning Your Legacy	4
Four Steps to a Good Estate Plan	5
Estate Planning Documents	6-7
Your Benefits With Other Planning Documents	8

You and Your Family

Your Personal Information	10
Your Spouse's Information	11
Your Religious Affiliation	12
Your Children's Information	12-13

You and Your Contacts

Your Executor	14
Guardian for Minor Children	15
Your Healthcare Representative	16
Power of Attorney for Finances	17

Estate Finances

Assets	18-19
Liabilities	19
Online Accounts	20

Estate Plans

The "Right Inheritance"	22
Plans for Single Individuals	24-27
Plans for Married Couples	28-33

Estate Planning Information

Personal Property Distribution	34
Beneficiary Designation Gifts	36
Sample Bequest Language	37-38

Online Wills Planner

Creating Your Plan Electronically	40
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IMPORTANT DISCLOSURE

Thank you for completing this guide. It 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 specific needs, you will want to contact your own attorney. He or she will be your independent advisor. With the advice of your independent attorney, you may have a customized estate plan that truly fulfills your unique family, healthcare, estate, and planning goals.

WHAT KIND OF LEGACY WILL YOU LEAVE?

We all desire significance — to lead happy and fulfilled lives surrounded by the ones we love.

For many of us, there is an undeniable need to make a difference – to leave a lasting impact on the people we love and the world in which we live. The search for significance and a desire to plan for the future leads many to ponder their legacy. What kind of legacy will you leave? A bequest is perhaps the simplest and most tangible way to leave a lasting impact on the people and causes that mean the most to you. A bequest can also be an effective way to make a gift to UCR while lessening the burden of taxes on your family and estate.

BEQUESTS: A SIMPLE WAY TO LEAVE A LEGACY

A bequest can be made in several ways:

1. Gift of a Percentage of Your Estate
2. Gift of a Specific Asset
3. Gift of the Remainder of Your Estate
4. Gift of a Specific Dollar Amount

A Simple Gift to Make

A charitable bequest is a provision written in a will or trust that directs a gift to be made to a qualified exempt charity when you pass away. One benefit of a charitable bequest is that it enables you to further the good work of an organization you support long after you are gone. Better yet, a bequest can help you save on estate taxes by providing your estate with a charitable deduction for the value of the gift. With careful planning, your family can also avoid paying income taxes on the assets they receive from your estate.

LEAVING YOUR LEGACY AT UCR

With a bequest to UCR, you can make a lasting impact and leave your legacy at this great university. Planned gifts to UCR enrich our ability to shape the lives of future generations of leaders and provide a robust teaching and learning experience. There has never been a time in UCR's history when an investment had such profound potential to impact the future of California and the world.



PLANNING YOUR LEGACY

Through proper planning, the legacy of love and care that you leave for your family and friends can be encouraging and even inspiring. We will show you how to create or update your estate plan with a will and a trust, as well as plan for any future financial and medical needs. A well-thought-out plan enables you to leave a legacy that will support the people and causes you care about.

By using this guide to gather information for your attorney, your estate planning process will be much easier, less expensive and a comfort to your loved ones, while fulfilling your desires for friends and family.

What are the benefits of an estate plan?



Peace: an estate plan should give you and your family peace of mind, knowing that important and sometimes difficult decisions have been made to care for you and your loved ones.



Protection: an estate plan provides for your future medical decisions and protects your family. A good plan may increase your security and achieve your goals for family and charity.



Provision: a well-designed estate plan makes provision for both you and your family. You can transfer property to the right people, in the right way, at the right time, and at minimal cost.



FOUR STEPS TO A GOOD ESTATE PLAN



- 1. Write Down What Is Important.** The first step in the estate planning process is to gather information about yourself, your loved ones, and the property you own. You can use this planning guide to collect that information so that you leave the right assets to the right people in the right way.



- 2. Speak With An Attorney.** Talk to a knowledgeable estate planning attorney who can prepare the necessary legal documents, such as a will, trust, or medical directive. Bring this completed planning guide with you for a confidential meeting with your attorney.



- 3. Understand Your Plan.** A good plan will promptly transfer your property to beneficiaries you select. Property can be transferred by a will or trust, a deed, or beneficiary designation. You should review your plan with your attorney so that you understand it and are confident it reflects your priorities.



- 4. Sign Your Documents.** Your plan is not effective until you sign your estate documents. Some states require that you sign your documents in the presence of one or more witnesses or a notary. Your attorney understands these requirements and can help you with this part of the process.



ESTATE PLANNING DOCUMENTS

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

Last Will and Testament

Your will is a written document, signed by you and typically by two witnesses. In some states, your signature is witnessed by a notary. If your will is accepted by the probate court, it will be used to determine the distribution of your property. Without a will, the court often ignores your desires and follows state law to distribute your assets and appoint guardians for minor children.

With a will, you are 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 guardian. A guardian is someone who will care for your minor children. Your will also may include a trust and you can name a trustee.

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

Healthcare Directives

There are two 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.

A durable power of attorney for healthcare allows you to select a person who can help make healthcare decisions if you are incapacitated. You may have a serious medical condition and the doctor will need healthcare advice. Your designated holder of a durable power of attorney for healthcare can help you receive high-quality care.

A living will is a second document (in many states) that helps medical personnel understand your wishes for end-of-life care. In your last days and weeks of life, there are a number of decisions regarding care, nutrition, hydration, and resuscitation that need to be made. A living will permits you to recommend your preferred end-of-life care options.

DURABLE POWER OF ATTORNEY FOR FINANCES

When you sign your will, you usually are able to manage your finances and personal affairs. However, that may not always be the case. There may come a time when you are in poor health and not able to manage your finances. During these times, you will want a plan to ensure your property is being cared for and your bills are being paid.

A durable power of attorney for finances is a solution to protect your property and yourself. A durable power of attorney allows you to appoint someone to make financial decisions if you are disabled or incapacitated. If you do not have a durable power of attorney for finances, the court may decide to appoint a conservator. A court-appointed conservator may not understand you or your goals and may not share your values. The court may require the conservator to submit expensive reports and audits, which would be paid for out of your assets.

A durable power of attorney for finances permits you to select the person who will act on your behalf. It enables you to select someone you trust and who shares your values.



YOUR BENEFITS WITH OTHER PLANNING DOCUMENTS

Living Trust

A living trust holds your property and is managed by you or a trustee you select. You or your selected trustee may own, manage, and control your assets during your lifetime. You may add property to or remove property from the trust at any time. Any trust income is taxable to you.

Custom Estate Plan for Family Business, Investments, or Child With Special Needs

You may need a custom plan if you own a family business, have substantial real estate holdings, or your child has special needs. A special needs trust will facilitate care of your child by providing resources and directions.

Charitable Gift Annuities

A charitable gift annuity is a contract involving you and a charity. You make a gift to the charity in exchange for fixed payments for the life of one or two persons. After all payments are completed, the charity receives a gift. A gift annuity funded during life provides you with a charitable income tax deduction and partly tax-free income.

Charitable Remainder Trusts

A charitable remainder trust (CRT) is an excellent way to benefit yourself, your spouse, or other family members and provide financial support to your favorite charitable causes. A testamentary CRT through your will or living trust can provide income for your family. After all of the payments are made to family, the remaining trust assets will be given to charity. You may also consider funding a lifetime CRT. You will receive a charitable income tax deduction and trust income payouts.

IRA, 401(k), or Other Retirement Plan

Your IRA, 401(k), 403(b), or other retirement plan can be transferred to a person or charity after you pass away. It is transferred through a beneficiary designation form provided by your plan custodian. You may select a primary beneficiary as well as contingent beneficiaries.

Life Insurance

Life insurance involves a written document called a policy, which is a contract. The policy will provide a payout to the policy beneficiaries after the person whose life is insured passes away. Primary or contingent beneficiaries are named on your beneficiary designation form.

Donor Advised Funds

Many families find that a donor advised fund (DAF) is a simple and efficient way to support the causes they care about. With a DAF, you can time your gifts to favorite charities. You receive an income tax deduction and may decide later on your transfers to favorite charities. Many parents find that a DAF is a useful tool that can encourage philanthropy by allowing their children to recommend future gifts to charity from the DAF.

Charitable Endowments

You can use your will or trust to create an endowed fund after you pass away. Your gift will be invested, and the annual income utilized to support the area of your choice. Because the principal amount of your gift is not being spent, an endowed gift has the ability to truly impact the future for years to come, and enables you to leave a lasting legacy.



“At UCR, we are redefining what it means to be a student-centric research university in the 21st century. It is an exciting time to be a Highlander, and I am pleased to be part of UCR’s mission of providing world-class education, groundbreaking discovery, and dedicated public service.”

KIM A. WILCOX, CHANCELLOR, UNIVERSITY OF CALIFORNIA, RIVERSIDE



You and Your Family

Please tell us about you and your family. Print names in ink, not pencil. Spell names exactly as you want them to appear in your estate documents. Use full legal names, not nicknames.

YOUR PERSONAL INFORMATION

Full Legal Name _____
☐ Male ☐ Female Date of Birth _____
Social Security Number _____
Home Address _____
City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____
Email _____ Employer _____
Work Address _____
Work Phone _____ Job Title _____

Current Marital Status:

☐ Single ☐ Married ☐ Engaged ☐ Widowed
☐ Legally Separated ☐ Divorced

Prior Marriages:

If you were in a previous marriage that ended in divorce, when did that marriage end? _____
If widowed, when did your spouse pass away? _____

Check which documents you presently have:

☐ Will ☐ Living Will ☐ Living Trust
☐ Durable Power of Attorney / Healthcare
☐ Durable Power of Attorney / Finances

When were these last updated? _____

Your Estate Planning Goals

You may have a number of goals that you want carried out through your estate plan. Listed below are several types of goals. Please indicate how important these goals are by checking the appropriate numbered box (one is low importance and five is high):

	1	2	3	4	5
Provide for spouse or children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide for guardianship of minors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide for healthcare if disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protect against liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduce estate taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase current income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a charitable legacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan for business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other goals _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your Estate Planning Family Background

- 1. Lifetime Gifts.** You may have made substantial tax-free gifts to children or other heirs. If you have, please list those below or attach a list of those gifts to this guide.
- 2. Trustee, Guardian, or Executor.** Are you currently serving in this capacity?
☐ Yes ☐ No
- 3. Inheritance.** Is it likely that you may receive an inheritance? ☐ Yes ☐ No
- 4. Safe Deposit Box.** List the bank and address where your box is located.

Bank Name _____

Address _____

City _____ State ____ Zip _____

Identify the name of the person who has the key:

Name _____

YOUR SPOUSE'S INFORMATION (IF APPLICABLE)

Spouse's Full Legal Name _____

☐ Male ☐ Female Date of Birth _____

Social Security Number _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____ Employer _____

Work Address _____

Work Phone _____ Job Title _____

Was your spouse previously married? ☐ Yes ☐ No

If yes, how did that marriage end? ☐ Divorce ☐ Annulment ☐ Death

Check which documents your spouse presently has:

☐ Will ☐ Living Will ☐ Living Trust ☐ Durable Power of Attorney / Healthcare

☐ Durable Power of Attorney / Finances

When were these last updated? _____

Do you or your spouse have a prenuptial agreement that identifies and disposes of separate spousal property? If yes, attach a copy for your attorney. ☐ Yes ☐ No

YOUR RELIGIOUS AFFILIATION

Religious Affiliation or Denomination _____

Preferred Place of Worship _____

Address _____

City _____ State _____ Zip _____

Phone _____

YOUR CHILDREN'S INFORMATION

☐ Yes, I have children (If so, how many? _____) or ☐ No, I do not have children.

If the answer above was yes, please complete the following information for each child. Please list all of your children, whether minors or adults, including deceased children, children from a prior marriage, as well as any children who were adopted or are foster children. Please attach additional pages as needed. If you wish to exclude a child as a beneficiary of your estate, check the "Exclude from Plan" box.

Full Legal Name _____

☐ Male ☐ Female Date of Birth _____

Social Security Number _____ Phone _____

Home Address _____

City _____ State _____ Zip _____

Status (check all that apply):

☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan

Parentage:

☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted
☐ Foster ☐ Deceased

Full Legal Name _____

☐ Male ☐ Female Date of Birth _____

Social Security Number _____ Phone _____

Home Address _____

City _____ State _____ Zip _____

Status (check all that apply):

☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan

Parentage:

☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted
☐ Foster ☐ Deceased

Full Legal Name _____

☐ Male ☐ Female Date of Birth _____

Social Security Number _____ Phone _____

Home Address _____

City _____ State _____ Zip _____

Status (check all that apply):

☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan

Parentage:

☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted

☐ Foster ☐ Deceased

—

Full Legal Name _____

☐ Male ☐ Female Date of Birth _____

Social Security Number _____ Phone _____

Home Address _____

City _____ State _____ Zip _____

Status (check all that apply):

☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan

Parentage:

☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted ☐ Foster

☐ Deceased

—

Full Legal Name _____

☐ Male ☐ Female Date of Birth _____

Social Security Number _____ Phone _____

Home Address _____

City _____ State _____ Zip _____

Status (check all that apply):

☐ Married ☐ Single ☐ Needs Special Care ☐ Dependent ☐ Exclude from Plan

Parentage:

☐ Child of Present Marriage ☐ Child of Prior Marriage or Relationship ☐ Adopted

☐ Foster ☐ Deceased

YOUR EXECUTOR

One reason your will is important is that it allows you to name an executor, the person who will manage your estate after you pass away. Because your executor has the power to make decisions about the management of your estate, you should select a trusted person who shares your values. An executor will usually complete eight steps to ensure an orderly transfer of all of your property to the right individuals:

1. **Submit your will to the probate court.**
2. **Locate your heirs.**
3. **Determine your estate assets and values.**
4. **Pay bills and the estate attorney.**
5. **Make debt payments.**
6. **Resolve any estate controversies.**
7. **File final income tax and estate tax returns.**
8. **Distribute your assets to heirs.**

Please name the person you wish to appoint as your executor

Name of Executor _____
Email _____
Address _____
City _____ State _____ Zip _____
Phone _____ Relationship _____

Please name an alternate executor

Name of Alternate _____
Email _____
Address _____
City _____ State _____ Zip _____
Phone _____ Relationship _____



GUARDIAN FOR MINOR CHILDREN

**Please name the person to be guardian for minor children
(if applicable)**

Name of Guardian _____

Email _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____

Please name an alternate guardian

Name of Alternate _____

Email _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____



YOUR HEALTHCARE REPRESENTATIVE

There are two primary documents that will provide for your future healthcare decisions. A durable power of attorney for healthcare empowers the person you select to make key decisions for your care. It is called a “durable” power because it is effective even if you are ill and not capable of making your own decisions.

The second document is a living will. If you are in your final weeks or days of life, then decisions must be made about your nutrition, hydration, resuscitation, and other critical care. In some states, the living will and healthcare power of attorney are combined into an advance directive.

Please name your power of attorney for healthcare

Name of Primary _____

Email _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____

Please name your alternate power of attorney for healthcare

Name of Alternate _____

Email _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____

POWER OF ATTORNEY FOR FINANCES

A durable power of attorney for finances is a solution for protecting your property and yourself. This option allows you to appoint someone to make financial decisions if you are disabled or incapacitated. Acting on your behalf, the person selected should be someone you trust who knows your wishes and shares your values.

Do you want to create a durable power of attorney for finances?

☐ Yes ☐ No

Please name your power of attorney for finances

Name of Primary _____

Email _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____

Please name your alternate power of attorney for finances

Name of Alternate _____

Email _____

Address _____

City _____ State _____ Zip _____

Phone _____ Relationship _____



ESTATE FINANCES

Please list all of your assets and liabilities. This will help your advisor plan your estate. Most people learn at the end of this exercise that they are worth more than they think.

ASSETS	\$ TOTAL VALUE OF ASSET	JOINT PROPERTY	YOUR PROPERTY	SPOUSE'S PROPERTY
Example Property	\$298,000		✕	
Real Estate				
Main Resident Address				
Second Resident Address				
Vacation Home				
Time Share				
Other Real Estate				
Checking and Savings Accounts				
Bank Account – Bank(s) Account Type				
CDs / Money Market Funds / Credit Union Accounts				
Account (Custodian or Account Type)				
Tax Shelter – Not in Retirement Plan				
Investments				
Bonds or Bond Fund Custodian, Account Number				
Stocks or Stock Fund Custodian, Account Number				
Savings Bonds				

ASSETS	\$ TOTAL VALUE OF ASSET	JOINT PROPERTY	YOUR PROPERTY	SPOUSE'S PROPERTY
Personal Property				
Furniture / Household Furnishings				
Tools and Equipment				
Antiques and Collections				
Jewelry				
Automobiles				
Recreational Vehicles				
Other Vehicles				
Business Interests				
Life Insurance – Face Amount / Death Benefit				
Retirement (IRA / 401(k) / 403(b)) Custodian, Account Number				
Other Retirement Plan				
Miscellaneous				
Total Assets	\$			
LIABILITIES	\$ TOTAL VALUE OF DEBT	JOINT PROPERTY	YOUR PROPERTY	SPOUSE'S PROPERTY
Mortgage on Personal Residence				
Mortgage on Second Residence				
Mortgage on Vacation Home / Other Real Estate				
Vehicle Debts				
Charge Accounts				
Installment Contracts				
Loans on Life Insurance				
Other Debts				
Total Liabilities / Debts	\$			
TOTAL ESTATE (assets less liabilities):	\$			

ONLINE ACCOUNTS

Create a plan for your online accounts to help your heirs and executor access them.

1. Compile a List of Online Accounts and Access Information.

For your personal, financial, business, and social media accounts, list your usernames, passwords, and account information. If you change the password to an account, be sure to update this list.

2. Protect Account Login Information. Online account security is very important. Do not include your account information in your will. Save the list on a memory drive in your home safe or use a password protection software program on your phone or computer.

3. Select an Executor for Your Online Accounts. You may want to appoint an executor who will have access to your online accounts. Your online accounts, such as a social media company, email provider, or financial institution, may impose certain requirements. Please discuss authorization for your online executor with your attorney.

4. Write Directions for Your Online Accounts Plan. Finally, write a letter to your executor identifying actions for your online accounts. For example, you may ask your executor to download social media account photos and share copies with your family.



“

“...UCR students are as bright and engaged as any students I’ve taught at Harvard or Berkeley, and also determined to give back to their communities and their society. UCR has the energy of an underdog that knows it’s winning the race that’s worth winning. I wish we could clone UCR all over America.”

**ROBERT B. REICH, UC BERKELEY PROFESSOR,
FORMER US SECRETARY OF LABOR, BEST-SELLING AUTHOR**



MATCHING YOUR PLAN AND PRIORITIES

It is important for your plan to match your priorities. Whether you are single or married, have children or other loved ones you want to provide for in your estate plan, you will want to consider the question, “What is the ‘right amount’ for an inheritance?”

The “Right Inheritance”

The right amount to leave to children, nephews, nieces, and other loved ones will depend on a number of factors. Here are three guiding principles to help you make a prudent and wise decision:

- 1. Provide an inheritance that meets the needs of family.**
- 2. Provide a reasonable level of security to maintain the standard of living for children, nephews, or nieces.**
- 3. Avoid leaving an inheritance covering too many “wants and desires,” especially when an heir is not financially mature or would not handle an inheritance responsibly. Too much inheritance may lead to unhappiness. It could create a disincentive for someone to finish school, work hard, and make sound financial decisions.**

Some parents have saved, invested, and been careful with their resources. As a result, they have accumulated a significant estate. How can a larger estate be transferred with a positive result for children?

A larger inheritance will be used more wisely if it is distributed over a longer time and at a later age. A lump sum at one time may be unwise. Many younger children who receive a large inheritance at an early age spend it within 18 months.

Instead, consider transferring a larger inheritance over a period of years. A good plan includes a distribution of principal when the parents pass away, income for a period of years, and a second payout of deferred principal.

You may set a target number per child for the inheritance. The total inheritance can then be designed to pass that amount to a child, nephew, or niece. A target number per child is the sum of the principal and income given through the inheritance plan.

You leave an inheritance in the hope you will help the child or other loved one to become a better person. Generally, you can increase the positive impact of an inheritance by stretching it out and setting a target amount.

A Note to Attorneys

This guide contains three estate plans for single persons and married couples. These are a simple will, a will with trust for minor children, and a will with a “Give It Twice” Trust. The “Give It Twice” Trust pays income to family members for life or a term of years with the remainder transferred to selected charities. If it is funded with an IRA or other qualified retirement plan, the “Give It Twice” Trust is a unitrust.





SINGLE PERSON ESTATE PLAN ONE

Simple Will

The estate plan for a single person, including a surviving spouse, can include a simple will that leaves an inheritance for adult children or other family members. With a simple will, you can leave specific gifts to certain individuals, such as children, siblings, nieces, and nephews, as well as charity. You can also include provisions for the rest of your estate to be divided in accordance with your instructions.

Specific Bequests

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City, State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Residue of Estate

Percent of residue to family or to charity.

	Percent	Recipient, City, State
1.	_____ % to	_____
2.	_____ % to	_____
3.	_____ % to	_____

SINGLE PERSON ESTATE PLAN TWO

Simple Will and Trust for Children

An estate plan that combines a simple will with a trust can protect and benefit your family. Perhaps your heirs are adults but you have a child who has not reached “financial maturity.” You worry the child might quickly spend an inheritance. Or, you have children who have not yet completed college and you want to set aside resources to fund their education. A good plan for children is a simple will paired with a trust. The trust can spread out an inheritance and permit the trustee to pay for education, healthcare, and other important needs.

Specific Bequests

Bequests of items or amounts to family or to charity.

Item or Amount	Recipient, City, State
1. _____	_____
2. _____	_____
3. _____	_____

Name, City, and State of Trustee

Name of Primary Trustee _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Relationship, if not a spouse _____

Age for ending trust and distributing principal to children _____

Name of Children or Charities to Benefit from Trust Remainder

Percent	Recipient, City, State
1. _____ % to _____	
2. _____ % to _____	
3. _____ % to _____	

SINGLE PERSON ESTATE PLAN THREE

Give It Twice Trust for Family and Charity

Another popular plan combines a will with a “Give It Twice” Trust. A Give It Twice Trust (often a charitable remainder trust or CRT) can be funded by your will or living trust when you pass away. A CRT usually pays 5% income to children. The trust may pay for life or a term of up to 20 years. After all payments, the balance of the trust will be transferred to your favorite charities.

Specific Bequests

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City, State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Give It Twice Trust

If you select this option, please choose the portion of your residue to give to children outright and the portion that will be placed in the Give It Twice Trust.

Outright to Children _____%

Give It Twice Trust _____% (Total of 100%)



Name, City, and State of Trustee

Name of Primary Trustee _____

Address _____

City _____ State _____ Zip _____

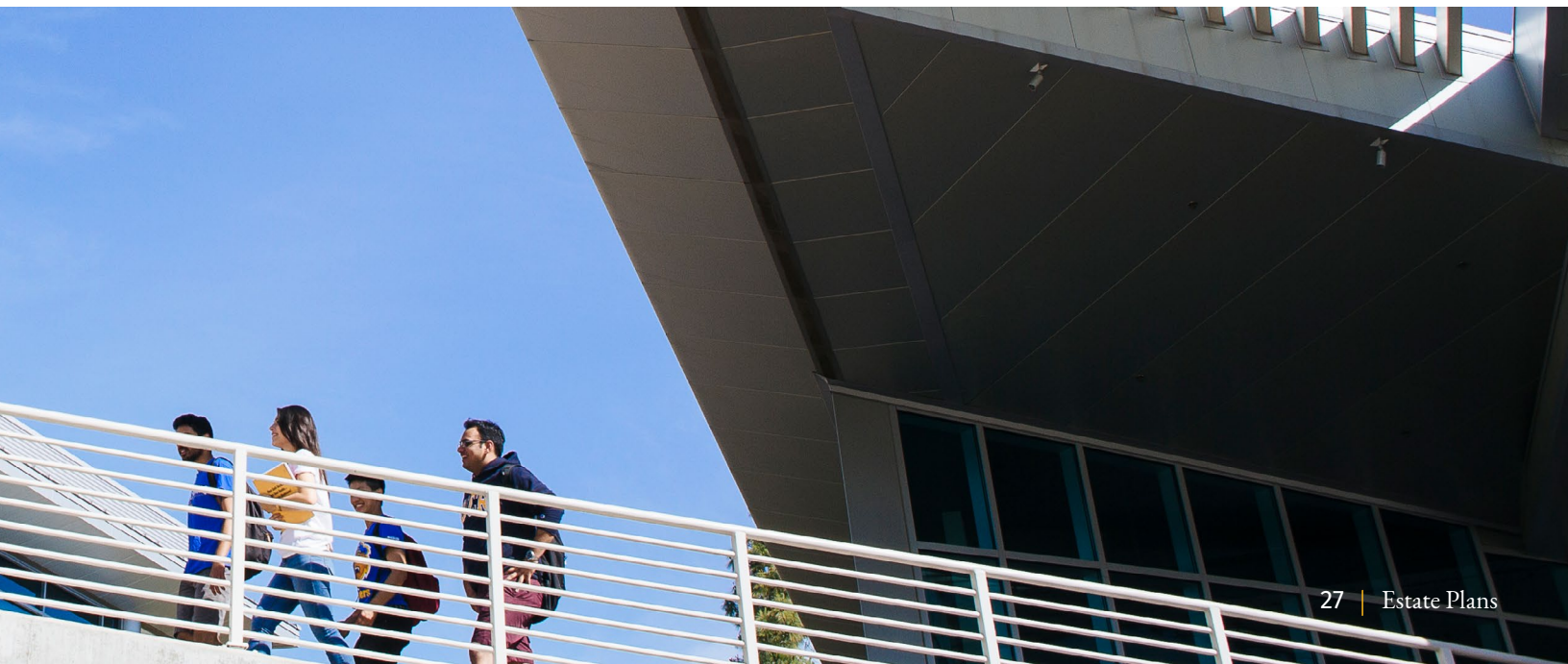
Phone _____ Email _____

Names of Children Benefitting from the Trust's Income Payments

Item or Amount	Recipient, City, State
1. _____	_____
2. _____	_____
3. _____	_____

Name of Charities to Benefit from the Trust's Remainder

Percent	Recipient, City, State
1. _____ % to _____	
2. _____ % to _____	
3. _____ % to _____	



MARRIED COUPLE ESTATE PLAN ONE

Simple Wills for Both Spouses

A married couple will often work with an estate planning attorney who drafts nearly identical estate plans for both spouses. When both spouses have a simple will, it is not uncommon (especially with a first marriage) for the will of the first spouse to leave specific bequests to children and charity, with the surviving spouse inheriting most of the estate. When the surviving spouse passes away, his or her estate plan will distribute property to children and charity. If you have a blended family, you should discuss other options with your attorney to ensure your spouse and both sets of children receive appropriate benefits.

First Estate — Specific Bequests, Balance to Spouse

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City, State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Bequests of Percentage of First Estate to Family or Charities, Balance to Spouse

	Percent	Recipient, City, State
1.	_____ % to	_____
2.	_____ % to	_____
3.	_____ % to	_____

A photograph of a university courtyard, likely at UC Riverside, featuring a tall, slender clock tower in the background. The scene is framed by a building's overhang on the left and a brick wall on the right. The courtyard has green grass, trees, and a paved area with orange patio umbrellas and tables in the foreground. The sky is blue with scattered white clouds.

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UC Riverside is well known as one of the best, if not the best, at promoting upward mobility, creating opportunities for people.”

JAMES KVAAL, U.S. UNDER SECRETARY OF EDUCATION, 2023



MARRIED COUPLE ESTATE PLAN TWO

Simple Will and Trust for Spouse and/or Children

An estate plan that combines a simple will with a trust can protect and benefit family. In this case, both spouses' estate plans include a will and family trust. If a couple has children, the will of the surviving spouse typically makes specific transfers and then funds the trust. This trust can spread out an inheritance if you have an adult child who might squander a large inheritance and may include provision for education and healthcare expenses. If you have a blended family, you should discuss trust income and principal options with your attorney to ensure your spouse and both sets of children receive appropriate benefits.

Specific Bequests

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City, State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Bequests of Percentage of First Estate to Family or Charities, Balance to Spouse

	Percent	Recipient, City, State
1.	_____ % to	_____
2.	_____ % to	_____
3.	_____ % to	_____

Name, City, and State of Trustee

Name of Primary Trustee _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Relationship, if not a spouse _____

Age for ending trust and distributing principal to children _____

Name of Children or Charities to Benefit from Trust Remainder

	Percent	Recipient, City, State
1.	_____ % to	_____
2.	_____ % to	_____
3.	_____ % to	_____

MARRIED COUPLE ESTATE PLAN THREE

Give It Twice Trust for Family and Charity

Another popular plan combines a will with a “Give It Twice” Trust. A Give It Twice Trust (often a charitable remainder trust or CRT) can be funded by your will or living trust. The charitable trust usually pays 5% income to children. The trust may pay for life or a term of up to 20 years. After all payments, the balance of the trust will be transferred to your favorite charities.

First Estate — Specific Bequests, Balance to Spouse

Bequests of items or amounts to family or to charity.

	Item or Amount	Recipient, City, State
1.	_____	_____
2.	_____	_____
3.	_____	_____

Give It Twice Trust

If you select this option, please choose the portion of your residue to give to children outright and the portion that will be placed in the Give It Twice Trust.

Outright to Children _____%

Give It Twice Trust _____% (Total of 100%)

Name, City, and State of Trustee

Name of Primary Trustee _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____



Name of Children in Trust

	Percent		Recipient, City, State
1.	_____ %	to	_____
2.	_____ %	to	_____
3.	_____ %	to	_____

Name of Charities in Trust

	Percent		Recipient, City, State
1.	_____ %	to	_____
2.	_____ %	to	_____
3.	_____ %	to	_____

PERSONAL PROPERTY DISTRIBUTION

You can leave certain assets, such as personal property, to loved ones in your will or trust by including a list of instructions naming the person who should inherit a specific item. Personal property could include jewelry, silver, china, furniture, collectables, and other movable property.

Amending a list when it is written in your will or trust can be expensive because it requires you to create an updated estate plan. That is not always practical. For that reason, many states permit you to include a provision in your will or trust that states you will be maintaining a list, separate from your will or trust, leaving specific assets to specific people. If the list is prepared properly, it will operate as part of your estate plan.

This list has several advantages. You can easily update the list as you see fit, such as to change beneficiaries or remove references to property you no longer own or add references to property you recently acquired. For example, if you recently inherited a family heirloom, you can make sure that item stays in the family by updating your list to add the heirloom and name a family member as the person who will inherit the item from you.

To ensure the list is valid, your state may require certain formalities, such as a requirement that you sign and date the list or that you include specific language that makes clear the list is part of your estate plan. In addition, for tax planning and other legal reasons, certain assets are better left to loved ones in other ways. For these reasons, even though this kind of list can provide you with a great deal of flexibility, you should still confer with your attorney periodically about your list and overall estate plan.

Special Considerations with Respect to Personal Property

As you think about the gifts you want to make, consider the timing of your gifts, who might be most appreciative of your gifts, and how you can be fair in selecting your gift beneficiaries.



Timing. Would you find satisfaction in seeing firsthand how much a loved one enjoys a gift from you? If so, perhaps you would instead prefer to make certain gifts during your life.



Selection. Do you share common interests with one of your children? Would a certain gift evoke fond memories for a loved one? If so, consider which gifts would be most meaningful to each individual.



Fairness. Are you struggling with a fair and equitable way to leave gifts to family? You may want to use a “rotating choice” plan. With this method, you meet with your loved ones and give each person a turn selecting from certain items. At the end of the process, your list would include each person’s selection.



BENEFICIARY DESIGNATION GIFTS

A beneficiary designation is a simple and affordable way to make a gift. You can designate a family member or UCR as beneficiary of a retirement, investment, or bank account, or your life insurance policy. With a beneficiary designation, you continue to use your account as long as needed, simplify your planning, avoid expensive legal fees, and support the causes that you care about.

To make your gift, contact the person, custodian, or trustee who helps you with your retirement account or insurance policy. He or she will send you a beneficiary designation form. You may complete the form, sign it, and mail it back. When you pass away, your account or insurance policy will be paid or transferred to your selected beneficiaries.

If you plan to leave a gift to UCR in your estate plan, please keep in mind that beneficiary designation gifts are among the most flexible of all charitable gifts. Even after you complete the beneficiary designation form, you can take distributions or withdrawals from your retirement, investment, or bank account and continue to freely use your account. You can also change your mind for any reason at a future date. A gift through a beneficiary designation is simple and flexible.



SAMPLE BEQUEST LANGUAGE

In order to make a bequest, you should first speak with your attorney. Your attorney can help you include a bequest to UC Riverside in your estate plan. We have provided some basic bequest language to assist you and your attorney.

1. Specific Bequest

If you are considering making an outright gift to UC Riverside, we recommend the following language:

Bequest of a Specific Dollar Amount: *“I hereby give, devise, and bequeath (a) the sum of \$_____ or (b) _____% of my estate to UC Riverside Foundation, a non-profit organization located at 900 University Ave, Riverside, CA 92521, Federal Tax ID: 23-7433570, for UC Riverside’s general use and purpose.”*

Bequest of Specific Personal Property: *“I hereby give, devise, and bequeath [DESCRIPTION OF PROPERTY] to UC Riverside Foundation, a non-profit organization located at 900 University Ave, Riverside, CA 92521, Federal Tax ID: 23-7433570, for UC Riverside’s general use and purposes.”*

Bequest of Specific Real Estate: *“I hereby give, devise, and bequeath all of the right, title, and interest in and to the real estate located at [ADDRESS OR DESCRIPTION OF PROPERTY] to UC Riverside Foundation, a non-profit organization located at 900 University Ave, Riverside, CA 92521, Federal Tax ID: 23-7433570, for UC Riverside’s general use and purposes.”*

2. Percentage Bequest

If you are considering making a bequest of a percentage of your estate to UC Riverside, we recommend the following language: “I hereby give, devise, and bequeath _____% of my total estate, determined as of the date of my death, to UC Riverside Foundation, a non-profit organization located at 900 University Ave, Riverside, CA 92521, Federal Tax ID: 23-7433570, for UC Riverside’s general use and purpose.”

3. Residual Bequest

“I hereby give, devise, and bequeath to UC Riverside Foundation, a non-profit organization located at 900 University Ave, Riverside, CA 92521, Federal Tax ID: 23-7433570, [ALL OR A PERCENTAGE] of the rest, residue, and remainder of my estate to be used for UC Riverside’s general use and purpose.”

4. Contingent Bequest

“If (primary beneficiary) does not survive me, then I hereby give, devise, and bequeath to UC Riverside Foundation, a non-profit organization located at 900 University Ave, Riverside, CA 92521, Federal Tax ID: 23-7433570, [DESCRIPTION OF PROPERTY] to be used for UC Riverside’s general use and purpose.”

Restricted Bequests

If you are considering a bequest but would like to ensure that your bequest will be used for a specific purpose, please let us know. We would be happy to work with you and your attorney to help you identify ways to give and meet your charitable objectives. We will also work with you and your attorney to craft language to accomplish your goals.

If you are making a restricted bequest, we recommend that your attorney include the following provision to give UC Riverside flexibility should it no longer be possible for UC Riverside to use your gift as you originally intended: “If, in the judgment of the Board of Directors of UC Riverside Foundation, it shall become impossible for UC Riverside to use this bequest to accomplish the specific purposes of this bequest, UC Riverside may use the income and principal of this gift for such purpose or purposes as the Board determines is most closely related to the restricted purpose of my bequest.”



CREATING YOUR PLAN ELECTRONICALLY

Creating your plan is easier than ever before when you use the free Online Wills Planner available on our website. Organize your family, estate information, and goals using our secure system. When you're finished, you may share your information with an attorney to complete your will or trust plan.

How to get started:

1. Visit our website at planmygift.ucr.edu.
2. Click on Request a Wills Kit, then click on Online Wills Planner.
3. Create a new account.
4. Enter your information.
5. Click on "Create PDF for Printing."
6. Have your attorney review and finalize your will; it is not legal until they do so.

Questions? Contact Us for Your Free Consultation

As you are completing the Online Wills Planner or printed Wills Guide, you may find that you have further questions about estate planning. We can help. Contact us for a free phone or in-person consultation. Our team will walk you through the process and answer any questions you might have.

Create the Plan for Your Future Today

Most of us simply never get around to doing it. The result is disappointing — when we fail to plan, our dreams and wishes may never be fully realized. Unfortunately, this also means our family and beneficiaries experience the expense and frustration of estate administration. A few months of probate can destroy what took a lifetime to create. Don't let this happen to you or your family.

The good news is that making a plan is easy. When you plan your gift at UCR we'll show you how simple and enjoyable it can be. In less time than it takes to arrange a summer vacation, you can complete a plan that outlines your goals and lets your family and friends know your wishes. Take the time today to plan your life, your future, and your impact. You will be glad you did, and every day thereafter, you can expect the peace and comfort of knowing the life you live today will matter tomorrow.





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