



SWAIN CONSULTING LLC

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# MAKING YOUR LIFE PLAN

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# Overview

- Important Documents
- Banking Information
- Legal Documents
- Medical Information
- Credit Cards
- Investments
- Insurance
- Burial Information
- To do list





# YOUR LIFE PLAN

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It's one of those things that you knew might happen one day, but maybe you didn't want to think about it. Or maybe having that conversation with the ones you love has been too overwhelming. But the truth is, we are all on the same journey, walking down the same path.

So, getting ready for it might help you and your loved ones when the time of death comes. If you are currently facing a death of a loved one, perhaps with guidance we can help you move forward.







# STEVIE SWAIN

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## OWNER, SWAIN CONSULTING, LLC

Stevie Swain is the President & CEO of Swain Consulting, LLC, a financial services company helping business and individuals with their financial management. The company specializes in helping companies receive tax credits through the Work Opportunity Tax Credit program. She also serves the Federal Government as a Benefits Specialist helping Federal Government employees with their retirement planning.

In addition, as President of the non-profit organization CinCWN, she is dedicated to helping aspiring women entrepreneurs achieve professional growth and sustainability.

Stevie is a member of the Cincinnati USA Regional Chamber, the African-American Chamber, and is a board member of Queen City Foundation, WCPO's Advisory Board, and Talbert House.





# Gathering Documents

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One of the most important things to put together in your life plan is to make sure you have all the documents necessary for your protection.

Keep them in a safe place.

Let your loved ones know where they are. Maybe find a special box or an heirloom to keep them in.

This could be the start of that difficult conversation with your partner, children, or your loved ones.

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# Important Documents

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## LAST WILL AND TESTAMENT

Your will indicates what will happen to your possessions and assets after your death. You can hire a lawyer to write your will based on your input, or you can prepare your own will.



## LIVING WILL

Your Living Will explains what kind of lifesaving procedures you want performed on you by medical personnel. For example, this includes CPR and life support.



## REVOCABLE LIVING TRUST

A living trust designates a trustee to manage assets for the beneficiary, while the grantor is still alive.



## ADVANCED DIRECTIVE

Advanced directives are legal documents that allow you to spell out your decisions about end-of-life care ahead of time. They give you a way to tell your wishes to family, friends, and health care professionals and to avoid confusion later on.





# Important Documents

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## POWER OF ATTORNEY: HEALTHCARE

This form designates a person to make health-related decisions for you, only while you are unable to make them – for example, if you are unconscious. If you become able to make decisions and convey them again, this power reverts back to you.



## POWER OF ATTORNEY: FINANCIAL

This is similar to the previous form, only the person with power of attorney will be able to manage your finances by signing checks to pay bills, handle your accounts, and so on. Like Power of Attorney for health, this is also cancelled if you become able to handle your own finances again.

Note: You can also get a **Durable Power of Attorney** - A Durable POA allows you to assign someone (an agent) to manage your finances or your health matters if you become incapable or otherwise unable to do it yourself. A Durable Power of Attorney can take effect whenever you want it to, even if you are alive and well. If you become incapacitated it remains in effect. Often a regular Power of Attorney ends when you become incapacitated unless the language is included to extend it (making it durable).





# Banking Information

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## Banking

- ☐ Name of Bank (s)
- ☐ Account number(s)/ Checking
- ☐ Account number(s)/ Savings
- ☐ Certificates of Deposit
- ☐ Online Domain URL
- ☐ Password for online access
- ☐ Security questions/answers
- ☐ Safety Deposit Box
- ☐ Keys/Information

## Computers

Write down your computer/tablet/cell phone passwords so your partner can access those devices.ext





# Legal Documents

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## Gather your Legal Documents in a safe place

- ☐ Marriage Certificate
- ☐ Death Certificates
- ☐ Birth Certificates
- ☐ Divorce papers
- ☐ Passports
- ☐ Tax Returns (2 years)
- ☐ Title to house
- ☐ Title to car(s)
- ☐ Title to other motorized equipment/tractors, boats, motorcycles, etc.





# Medical Information

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## Medicare/Medicaid

- ☐ Medicare or Medicaid Numbers
- ☐ Online access via Medicare.gov
- ☐ Passwords

## Supplemental Medical Insurance

- ☐ Name
- ☐ Phone/URL
- ☐ Account number

## Other Programs/Forms

- ☐ Good RX





# Credit

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## From Bank

- ☐ Credit/Debit Cards
- ☐ Department Store Credit Cards
- ☐ Gas Cards

## Utilities

- ☐ Energy Bill
- ☐ Phone Bill
- ☐ Water Bill
- ☐ Internet Bill
- ☐ Cable Bill

## Loans:

- ☐ Personal Loans
- ☐ Car Loans
- ☐ Home Equity Loans





# Notes

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# Investments

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## STOCKS/BONDS MUTUAL FUNDS

Provider/Broker  
Last statement



## ANNUNITIES

Provider/Broker  
Last Statement



## 401(k)/ Roth IRA/TSP

Provider/Broker  
Last Statement





# Insurance

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## HOMEOWNERS INSURANCE

Company\_\_\_\_\_

Online access/security passwords\_\_\_\_\_

How paid\_\_\_\_\_

Documents

## CAR INSURANCE

Company/online \_\_\_\_\_

Online access/security passwords\_\_\_\_\_

How paid \_\_\_\_\_

Documents

## LIFE INSURANCE

Company/Broker\_\_\_\_\_

Online access/security passwords\_\_\_\_\_

How paid\_\_\_\_\_

Documents





# Burial Information

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Have you already planned your funeral?

Do you have a burial site/plot?

Have you selected a funeral home?

Have you made arrangements for a headstone?

Does your place of worship know how your ceremony should be conducted?

Are all these documents in a safe place?

If not, then work on a plan.

If your situation is immediate, talk to your religious leader or your local funeral home.





# Check List

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## WORDS OF INSPIRATION

"Plan for what is difficult while it is easy,  
do what is great while it is small."

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# To do now

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## Update beneficiaries

Look at all your financial documents including life insurance, bank accounts, investment accounts and your will to update the beneficiary designations. If you've named a trust as the primary beneficiary, talk with your estate planning attorney to make sure that your trust is still intact and that it can serve as your primary beneficiary.

## Establish Joint Ownership

Make a list of any assets that you and your partner have. Contact your bank/broker/credit union, etc. and make sure your name and your partner's name and/or your child/beneficiary's name are on each account. This can be listed as joint ownership or Pay-On-Death. Therefore, in case of a death, the assets pass directly to the other person - spouse first and then child/beneficiary. This will help minimize probate issues.





# To do now

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## Social Media

Do you have a Facebook / LinkedIn / SnapChat / Twitter / Instagram account? Does your partner know the passwords if they want to delete the account? Make a list of all your social media accounts with passwords, so that it can be closed after you're gone. Have your partner do the same.

## Meet with your accountant

Losing a partner can mean changes to your future tax bill. Meet with an accountant to stay on top of taxes you may owe in the current tax year and to discuss any withholding changes for the future. Note that you are still considered married by the IRS in the year your spouse passed away. If you don't have an accountant that you currently work with, talk to Swain Consultant, LLC for a recommendation.







**Contact:**

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