

A. DESIGNATION OF BENEFICIARIES [Select one of the following]

Except as provided in Part V of this Estate Planning Workbook, I want to name the following individuals and/or charitable organizations as beneficiaries of my tangible personal property:

[Select one of the following]

- My Spouse, if he/she survives me; otherwise to:
- My children who survive me; no other beneficiaries named
- My descendants who survive me, per stirpes¹ (example: "the children of a deceased child take the share of the deceased child")
- One class of individuals, distributed equally among those who survive me (example: "all my nephews and nieces")
- One individual, if he/she survives me; otherwise to:
- Two individuals, or the survivor of them; otherwise to:
- Three individuals, or the survivor of them; otherwise to:
- My living trust; no contingent beneficiaries named
- My living trust is already the owner

B. OPTIONAL PROVISIONS [Select as applicable]

The following optional provisions are often included in the document that disposes of a person's tangible personal property, depending upon the beneficiaries that are actually designated to receive that property.

Accordingly, you may want to select one or more of these provisions if applicable to you.

- Tangible personal property gifted to a minor beneficiary designated above may be held by the minor's parent or legal guardian until the minor reaches majority age.
- Expenses of shipping tangible personal property should be paid by my estate my beneficiaries
- I may leave a memorandum regarding the ultimate beneficiaries of my tangible personal property.

Variable information for designated beneficiaries can be entered on the following pages.

C. VARIABLE INFORMATION / INDIVIDUAL BENEFICIARIES [Complete as applicable. Items in *italics* are for informational purposes only.]

INDIVIDUAL #1: Primary Beneficiary Contingent Beneficiary

Name of Individual (*first, middle, last*)

Gender

Male Female

Relationship to You (*if an individual*)

Street Address

City / Town

 State Zip Code

INDIVIDUAL #2: Primary Beneficiary Contingent Beneficiary

Name of Individual (*first, middle, last*)

Gender

Male Female

Relationship to You (*if an individual*)

Street Address

City / Town

 State Zip Code

INDIVIDUAL #3: Primary Beneficiary Contingent Beneficiary

Name of Individual (*first, middle, last*)

Gender

Male Female

Relationship to You (*if an individual*)

Street Address

City / Town

 State Zip Code

C. VARIABLE INFORMATION / INDIVIDUAL BENEFICIARIES [Complete as applicable. Items in *italics* are for informational purposes only.]

INDIVIDUAL #4: Primary Beneficiary Contingent Beneficiary

Name of Individual (*first, middle, last*)

Gender

Male Female

Relationship to You (*if an individual*)

Street Address

City / Town

State

Zip Code

D. VARIABLE INFORMATION / CLASS OF BENEFICIARIES [Complete as applicable. Items in *italics* are for informational purposes only.]

CLASS #1: Primary Beneficiary Contingent Beneficiary

Description of Class²

¹ The term "*per stirpes*" is a Latin term meaning "to take by representation." It denotes a method of dividing a legacy or inheritance whereby a class or group of recipients take the share that their deceased ancestor would have been entitled to. In other words, they take by their right of representing such ancestor and not as so many individuals. For example, assume that you leave all your personal property to your descendants, *per stirpes*. For this example, let's also assume that you have two children, Mary and James. Mary has one daughter and James has three sons. Let's assume, also, that, upon your death, Mary is still living but James is not. In that case, your tangible personal property would be divided into two shares, one for Mary and one for James. Since James did not survive you, his share will be divided among his three surviving sons. So, Mary would receive 1/2 and James' three sons would each receive 1/3rd of James' 1/2.

In a "*per capita*" distribution, each descendant of yours would be entitled to an equal distribution of your tangible personal property. In that case, since you have 5 descendants who survive you (i.e., Mary, her daughter, and James three sons) each would be entitled to 1/5th of your tangible personal property. A "*per stirpes*" distribution is generally the preferred method of distributing assets among descendants.

² The term "class" refers to two or more individuals who are within the same degree of kinship to another person. When gifts are made to a class of individuals, then every individual within that class receives an equal share, although the gift may also be conditioned upon surviving the donor. For example, you may specify that all of your tangible personal property will be given to your brothers and sisters who survive you. Other examples of a class of individuals includes grandchildren, great grandchildren, nephews and nieces, first cousins, aunts and uncles, etc.