Estate Planning Kit

Build a Lasting Legacy

MOODY
BIBLE INSTITUTE™

Help prepare the next generation of leaders who will take the truth of God's Word around the world. Take care of your family and support Moody with a new or updated estate plan.

Think of the people who turn to you for help, encouragement, and love. They are the individuals who care about you the most and love you the best—your family and your friends. They are the people you want to provide for today and tomorrow. But did you know that only **35 percent** of people have a valid will when they die?

We are pleased that you are taking steps to update your estate plan. With proper planning, you can care for your loved ones and also support the Lord's work past your lifetime, which can become your lasting legacy and testimony of God's working in your life. The Moody Bible Institute of Chicago has been blessed over the years by hundreds of donors who have remembered Moody in their estate plans. Some have chosen to support specific ministries of Moody, including: Education, Moody Radio, *Today in the Word*, Moody Publishers, and Moody Aviation. Others have chosen to leave a bequest to Moody to be used for its general ministry purposes.

To help you in your planning process, Moody has prepared this practical booklet to introduce some of the up-to-date opportunities that help fulfill the goals you have set for yourself, your loved ones, and the work of the Lord. The forms found in the back of this guide will help you gather information for your attorney to use as you update your estate plan.

QUESTIONS? Please feel free to contact us:
Moody Bible Institute
Planned Giving
820 N. LaSalle Blvd., Chicago, IL 60610
plannedgiving@moody.edu | moodylegacy.org | (800) 801-2171

This Estate Planning Kit has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for tax, legal or accounting advice. You should consult with your own tax, legal and accounting advisors in order to determine what may be best for your individual needs.

Making Your Will a Matter of Christian Stewardship

Christian stewardship is the efficient management of the affairs of one who belongs to Christ. Each individual is accountable for the use of the resources available to him or her. If we truly belong to God, then all that we are and have belongs to Him.

You worked hard and planned carefully to build your estate, so the same wise planning and dedication should go into the use and disposition of your estate after you pass. Regardless of size, your estate represents the material part of your life, and is therefore significant. Christians are called to thoughtfully establish the goals and objectives they wish to accomplish for themselves, their dependents, and for the Lord through their estate. You have the privilege and opportunity to practice Christian stewardship in your estate planning.

You may feel you have not accumulated much financial wealth. Many people think their material possessions are relatively few and insignificant, and therefore assume they really do not need an estate plan or will. Scripture, however, reminds us to be good stewards of what the Lord has entrusted to us. If you do not have a plan that distributes your assets at your death, then your state of residence will often impose its own rules on how your assets will be distributed. You also will not have an opportunity to support ministries like Moody after your passing.

Each of us has an estate. Your Christian stewardship of that estate allows you to continue giving beyond your own lifetime.

Honor the Lord with
your wealth . . .
Proverbs 3:9

Therefore, as we have opportunity,
let us do good to all people,
especially to those who belong
to the family of believers.
Galatians 6:10

. . . see that you excel
in this grace of giving.
2 Corinthians 8:7

Why Do I Need an Estate Plan?

Without an estate plan, the laws of your state determine what happens to your assets and minor children upon your death. These laws may distribute your assets in a way you would not have chosen or place your children in the care of an individual you would not have selected.

Through proper estate planning, you can establish a distribution plan that will give your loved ones the property you acquired in the ways and in the amounts you desire, and also support causes and ministries that you are passionate about after your death.

You can also protect the future of your minor children by nominating a legal guardian in your will that may be appointed in the event both parents pass. You can also set up a trust fund through your will that can provide for your children's financial needs.

An Opportunity for Christian Stewardship

Your estate is the material representation of your life. It has been acquired and accumulated through hard work, careful management, and prudent investment. The distribution of your wealth upon your death is your final act of financial stewardship and gives you the opportunity to extend your responsibility and your influence for Christ into the future.

What share of your estate ought to be invested in the continuing work for the Lord? The distribution of your wealth at death is a final opportunity to express your gratitude to God and your love for Christ through what He has entrusted in your care.

After you have provided for your family's needs, we trust that you will consider making a generous provision for the work of the Lord through Moody Bible Institute.

Moody represents one of the most dynamic ways in which a gift from your estate can extend your influence for Christ far into the future and all around the world.

Ask yourself if these three things are true of you:

- Your first concern is for your loved ones.
- You want to conserve as much of your estate as possible by reducing administrative costs and taxes.
- You believe in the ministries of Moody Bible Institute and in other charitable organizations.

There are cost-saving vehicles available to you that can help you meet your objectives for both family and your favorite ministries. Having a valid, up-to-date estate plan is fundamental to achieving these objectives.

If you have a will or trust but have not recently reviewed it, now is the time to do so. If you have never made a will or trust, arrange to discuss this important matter with your attorney soon. Without an estate plan, you risk unfulfilled objectives in providing for your loved ones and charitable interests.

Important Steps in the Estate Planning Process

1. **Clarify your objectives.** Exactly what do you want to accomplish for yourself, your dependents, others, and for the work of the Lord through your estate plan?

2. **Inventory your estate.** Exactly what assets do you have in your estate to accomplish your objectives?

3. **Choose an estate planning attorney** in whom you have confidence. Make an appointment to see him or her as soon as possible. The fee for the attorney's services should be discussed at the outset.

4. **Update any previous will or trust.** If you have a will or trust that is outdated due to changes in law, residence, family relationships, personal circumstances, or if you wish to include ministries or other charitable organizations not presently included in your will or trust, note those changes on the forms in this booklet and take them to your attorney.

5. **Fill out the forms** located in the back of this planning booklet before seeing your attorney.

6. **Take this booklet to your attorney** and ask him or her to assist you in implementing your estate plan according to your wishes.

7. **File your will, trust, or other estate planning documents in a safe place** where it cannot be accidentally burned or destroyed, and where it will be available to your executor or trustee at your death.

8. **Notify Moody Bible Institute if you have remembered Moody in your estate plan.** This information is appreciated and will be kept confidential.

Questions?
For further information on estate planning, contact Moody's Planned Giving department at (800) 801-2171, plannedgiving@moody.edu, or visit moodylegacy.org.

Suggested Methods and Wording

In order to make a bequest through your will or trust, you should speak with your attorney. Your attorney can help you include a bequest to Moody 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 bequest to Moody, we recommend the following language:

Bequest of a Specific Dollar Amount

I hereby give, devise and bequeath _________ dollars ($ DOLLARS) to THE MOODY BIBLE INSTITUTE OF CHICAGO, a nonprofit organization currently located at 820 N. LaSalle Blvd., Chicago, IL 60610, for its general use and purpose.

Bequest of Specific Personal Property

I hereby give, devise and bequeath [DESCRIPTION OF PROPERTY] to THE MOODY BIBLE INSTITUTE OF CHICAGO, a nonprofit organization currently located at 820 N. LaSalle Blvd., Chicago, IL 60610, for its general use and purpose.

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 THE MOODY BIBLE INSTITUTE OF CHICAGO, a nonprofit organization located at 820 N. LaSalle Blvd., Chicago, IL 60610, for its general use and purpose.

2. Percentage Bequest

If you are considering making a bequest of a percentage of your estate to Moody, we recommend the following language:

I hereby give, devise and bequeath ____ percent (___%) of my total estate, determined as of the date of my death, to THE MOODY BIBLE INSTITUTE OF CHICAGO, a nonprofit organization currently located at 820 N. LaSalle Blvd., Chicago, IL 60610, for its general use and purpose.

3. Residual Bequest

I hereby give, devise and bequeath to THE MOODY BIBLE INSTITUTE OF CHICAGO, a nonprofit organization currently located at 820 N. LaSalle Blvd., Chicago, IL 60610, [ALL OR A PERCENTAGE] of the rest, residue and remainder of my estate to be used for its general use and purpose.

4. Contingent Bequest

If [primary beneficiary] does not survive me, then I hereby give, devise and bequeath to THE MOODY BIBLE INSTITUTE OF CHICAGO, a nonprofit organization currently located at 820 N. LaSalle Blvd., Chicago, IL 60610, [DESCRIPTION OF PROPERTY] to be used for its general use and purpose.

5. Restricted Bequests

If you are making a restricted bequest, we recommend that your attorney include the following provision to give Moody flexibility should it no longer be possible for Moody to use your gift as you originally intended:

If, in the judgment of the Board of Trustees of THE MOODY BIBLE INSTITUTE OF CHICAGO, it shall become impractical for THE MOODY BIBLE INSTITUTE OF CHICAGO to use this bequest to accomplish the specific purposes of this bequest, THE MOODY BIBLE INSTITUTE OF CHICAGO 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.

The next section should be completed and submitted to your own attorneys as they create your estate plan. The Information for Attorney's Use will help them expedite the preparation of your estate plan.

Information for Attorney's Use

Confidential, Personal, and Financial History

Date ______________

1. FAMILY AND GENERAL

Your Personal Information:

Name ____

First *Middle* *Last*

Address ____

City ____

State ______________________ Zip ______________________

Residence Phone ______________________ Business Phone ______________________

Email ____

Occupation ____

Date of Birth ______________ Social Security Number ______________________

☐ Single ☐ Married ☐ Widowed ☐ Separated ☐ Divorced

Your Spouse's Information: *If you are married, please provide your spouse's information below.*

Name ____

First *Middle* *Last*

Address ____

City ____

State ______________________ Zip ______________________

Residence Phone ______________________ Business Phone ______________________

Email ____

Occupation ____

Date of Birth ______________

Do you or your spouse have a Prenuptial agreement that identifies and disposes of separate spousal property?
(If yes, attach a copy)

☐ Yes ☐ No

Information for Attorney's Use

Your Children's Information:

☐ I have no living children
☐ I have the following children:

1) Name ______________________________
First Middle Last

Address ______________________________

City ______________________________

State ______________________ Zip ______________________

Married to ______________________ Date of Birth ______________________

Phone ______________________ Email ______________________

2) Name ______________________________
First Middle Last

Address ______________________________

City ______________________________

State ______________________ Zip ______________________

Married to ______________________ Date of Birth ______________________

Phone ______________________ Email ______________________

3) Name ______________________________
First Middle Last

Address ______________________________

City ______________________________

State ______________________ Zip ______________________

Married to ______________________ Date of Birth ______________________

Phone ______________________ Email ______________________

Information for Attorney's Use

4) Name ____________________
First *Middle* *Last*

Address ____________________

City ____________________

State ____________________ Zip ____________________

Married to ____________________ Date of Birth ____________________

Phone ____________________ Email ____________________

5) Name ____________________
First *Middle* *Last*

Address ____________________

City ____________________

State ____________________ Zip ____________________

Married to ____________________ Date of Birth ____________________

Phone ____________________ Email ____________________

6) Name ____________________
First *Middle* *Last*

Address ____________________

City ____________________

State ____________________ Zip ____________________

Married to ____________________ Date of Birth ____________________

Phone ____________________ Email ____________________

7) Name ____________________
First *Middle* *Last*

Address ____________________

City ____________________

State ____________________ Zip ____________________

Married to ____________________ Date of Birth ____________________

Phone ____________________ Email ____________________

Information for Attorney’s Use

2. ASSETS OWNED

Checking Account

Name of Bank ______________________________

Account in Name(s) of ______________________________

Bank Address ______________________________ Amount $ ______________

Savings Account

1) Name of Bank ______________________________

Account in Name(s) of ______________________________

Bank Address ______________________________ Amount $ ______________

2) Name of Bank ______________________________

Account in Name(s) of ______________________________

Bank Address ______________________________ Amount $ ______________

Securities (Stocks, bonds, etc.)

1) Issuing Company ______________________________ Value $ ______________

Title in name(s) of ______________________________

2) Issuing Company ______________________________ Value $ ______________

Title in name(s) of ______________________________

3) Issuing Company ______________________________ Value $ ______________

Title in name(s) of ______________________________

Information for Attorney's Use

Life Insurance

1) Issuing Company ______________________ Face Value $ ______________

Beneficiaries ____

2) Issuing Company ______________________ Face Value $ ______________

Beneficiaries ____

Real Estate

1) Address of Property ____

Title in name(s) of ______________________ Approx. Value $ ______________

2) Address of Property ____

Title in name(s) of ______________________ Approx. Value $ ______________

Safe Deposit Box

Bank ____

Title in name(s) of ____

3. MISCELLANEOUS ASSETS

Automobiles, Jewelry, Furniture, and Household Items

1) ______________________ Title in name(s) of ______________

2) ______________________ Title in name(s) of ______________

3) ______________________ Title in name(s) of ______________

4) ______________________ Title in name(s) of ______________

5) ______________________ Title in name(s) of ______________

6) ______________________ Title in name(s) of ______________

7) ______________________ Title in name(s) of ______________

Information for Attorney's Use

4. BUSINESS PROPERTY *(Please give details)*

1) Assets Owned ______________________________

Location ______________________________

Title in name(s) of ______________________________

2) Assets Owned ______________________________

Location ______________________________

Title in name(s) of ______________________________

5. INDEBTEDNESS *(Please give details)*

____

____

6. DISTRIBUTION OF ESTATE *(Specific Bequests. List only those items consisting of cash, or other specific property such as art, antiques, coin collection, etc., which you wish to gift to a specific person.)*

1) Beneficiary ____________________ Relationship ____________________

Item ______________________________

Beneficiary address ______________________________

2) Beneficiary ____________________ Relationship ____________________

Item ______________________________

Beneficiary address ______________________________

3) Beneficiary ____________________ Relationship ____________________

Item ______________________________

Beneficiary address ______________________________

7. DISTRIBUTION OF ESTATE *(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 have been made.)*

1) Beneficiary ______________________ Relationship ______________________

Amount or Percentage ______________________

Beneficiary address ______________________

2) Beneficiary ______________________ Relationship ______________________

Amount or Percentage ______________________

Beneficiary address ______________________

3) Beneficiary ______________________ Relationship ______________________

Amount or Percentage ______________________

Beneficiary address ______________________

4) Beneficiary ______________________ Relationship ______________________

Amount or Percentage ______________________

Beneficiary address ______________________

5) Beneficiary ______________________ Relationship ______________________

Amount or Percentage ______________________

Beneficiary address ______________________

6) Beneficiary ______________________ Relationship ______________________

Amount or Percentage ______________________

Beneficiary address ______________________

8. CONTINGENCY PROVISION FOR DISTRIBUTION OF ESTATE *(Indicate distribution procedure in the event above-named individuals are not living, or organizations are not in existence at the time your will is probated.)*

1) Beneficiary ______________________________ Relationship ______________________

Amount or Percentage ____

Beneficiary address ____

2) Beneficiary ______________________________ Relationship ______________________

Amount or Percentage ____

Beneficiary address ____

3) Beneficiary ______________________________ Relationship ______________________

Amount or Percentage ____

Beneficiary address ____

4) Beneficiary ______________________________ Relationship ______________________

Amount or Percentage ____

Beneficiary address ____

5) Beneficiary ______________________________ Relationship ______________________

Amount or Percentage ____

Beneficiary address ____

6) Beneficiary ______________________________ Relationship ______________________

Amount or Percentage ____

Beneficiary address ____

Information for Attorney's Use

9. ADMINISTRATION OF ESTATE

Office	**Name and Address of Appointee *(Include Relationship)***
Executor	______________________
Alternate Executor	______________________
Trustee	______________________
Alternate Trustee	______________________
Guardian of Person *(for minor children)*	______________________
Alternate Guardian	______________________
Guardian of Estate	______________________
Alternate Guardian	______________________
Other	______________________

In case trustee is appointed, trust is to terminate when the youngest child reaches age ______________________.

10. MISCELLANEOUS

- ☐ Include Christian Testimony
- ☐ Do not include Christian Testimony
- ☐ I have a will at the present time (copy attached)
- ☐ I do not have a will at the present time

Remarks

____

____

Please attach separate sheets if additional space is needed.

Estate Planning Kit

If you would like additional information about partnering options at Moody, would like to request a Moody stewardship representative contact you, or have chosen to remember Moody in your estate plan, please fill out this form and mail it to the address below.

Name ____
First *Middle* *Last*

Address ____

City ____

State ______________________ Zip ______________________

Phone ____

Email ____

☐ Yes, I have completed my estate plan and remembered the ministries of Moody Bible Institute.

☐ Please have a Stewardship representative contact me.

Please send me more information about:

☐ Moody Managed Revocable Living Trusts

☐ Moody Managed Charitable Remainder Unitrusts

☐ Moody Managed IRAs

☐ Charitable Gift Annuities

☐ Pooled Income Fund

PLEASE COMPLETE THIS PAGE AND MAIL TO:

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Estate Planning Checklist

Before meeting with your attorney, please check each item completed or in-hand.

__________ 1. Legal name, permanent address, date of birth

__________ 2. Date and place of marriage; if divorced or separated, provide details

__________ 3. Pre- or post-nuptial agreements

__________ 4. Current wills and codicils

__________ 5. Living trust agreements (revocable or irrevocable)

__________ 6. Names and addresses of children and other heirs

__________ 7. Employment information

__________ 8. Names and addresses of persons to be your personal representative, guardian, and/or trustee

__________ 9. Income tax returns for last three years

__________ 10. Gift tax returns

__________ 11. Life insurance policies

__________ 12. Information on pensions, profit sharing, and deferred compensation plans

__________ 13. Business agreements related to corporations, partnerships, and sole proprietorship interests

__________ 14. Listing of all real estate including ownership, location, value

__________ 15. Listing of personal property including ownership, present fair market value, and mortgages

__________ 16. Outline of objectives for disposition of your estate

__________ 17. Legal names and addresses of charitable organizations you wish to benefit

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