

ESTATE & BUSINESS PLANNING

ESTATE PLANNING:

Credit Shelter Revocable Trust: We recommend this type of trust to our clients who have more than \$3,500,000 in assets, life insurance, home equity, real estate investments, etc. *Services rendered: Meet with client regarding estate-planning options and issues. Research title on properties owned. Prepare, review and finalize estate-planning documents to include: Revocable Credit Shelter Trust, Memorandum of Trust, Wills, Medical Directives, Special Powers of Attorney for Medical Purposes, General Durable Powers of Attorney, Schedules of Trust, Quit-Claim Deeds, Instruction Letters, Trust Information Packet and other ancillary documents. Meet with client to review and execute estate-planning documents. Record deeds transferring home and other property into Trust. Send transfer letters to accounts transferring assets into Trust. Prepare Trust Documents Binder.*

Revocable Trust: This type of trust is best for those who have less than \$3,500,000 in assets, life insurance, home equity, real estate investments etc. *Services rendered: Meet with client regarding estate-planning options and issues. Research title on properties owned. Prepare, review and finalize estate-planning documents to include: Revocable Trust, Memorandum of Trust, Wills, Medical Directives, Special Powers of Attorney for Medical Purposes, General Durable Powers of Attorney, Schedules of Trust, Quit-Claim Deeds, Instruction Letters, Trust Information Packet and other ancillary documents. Meet with client to review and execute estate-planning documents. Record deeds transferring home and other property into Trust. Send transfer letters to accounts transferring assets into Trust. Prepare Trust Documents Binder.*

Wills (without Trust): If you do not own real estate and have less than \$100,000 in assets (including life insurance), we generally recommend that you execute only Wills, Medical Directives, and Powers of Attorney. *Services rendered: Prepare, review and finalize Wills, Medical Directives, Special Powers of Attorney, and General Powers of Attorney.*

BUSINESS PLANNING:

Limited Liability Company or Corporation: If you do not have an accountant, we will prepare and file Form 2553 for a corporation S-election if needed; *Services rendered: Research, prepare, and finalize business-planning documents for LLC or Corporation: Articles of Organization or Articles of Incorporation, Operating Agreement or By-laws, Minutes of Organizational Meeting. Complete IRS Application for an Employer Identification Number. Send copy of documents to client for review and signature. File Articles with Utah Division of Corporations. Contact client for follow-up. Send a copy of the registered Articles along with a cover letter to clients' accountant.*

SPECIALIZED ESTATE & BUSINESS PLANNING:

Credit Shelter Revocable Trust, Family LLC, and Gifting: We recommend this type of trust to our clients who have more than \$7,000,000 in assets, including life insurance, home equity, real estate investments, etc. *Services rendered: Meet with client regarding estate-planning options and issues. Research title on properties owned. Prepare, review and finalize estate-planning documents to include: Revocable Credit Shelter Trust, Memorandum of Trust, Wills, Medical Directives, Special Powers of Attorney for Medical Purposes, General Durable Powers of Attorney, Schedules of Trust, Quit-Claim Deeds, Instruction Letters, Trust Information Packet and other ancillary documents. Meet with client to review and execute estate-planning*

documents. Record deeds transferring home and other property into Trust. Send transfer letters to accounts transferring assets into Trust. Prepare Trust Documents Binder. Research title on properties owned. Analyze and determine value of estate. Prepare, review and finalize Articles of Organization for Limited Liability Company. Prepare, review and finalize Operating Agreement and Minutes for Organizational Meeting for Limited Liability Company. Complete IRS Application for an Employer Identification Number. Contact client for follow-up. Send a copy of the registered Articles along with a cover letter to clients' accountant. Prepare deeds to transfer properties into LLC. Determine percentages for gifting purposes. Prepare gifting documents and mail documents and a cover letter to children for signature.

Irrevocable Life Insurance Trust: This trust will become the beneficiary of your life insurance policy, so that your heirs can manage the funds received according to your directions. We usually recommend that someone execute this type of trust, in addition to their revocable trust, if they own a life insurance policy with a significant distribution upon death. Otherwise, they could have significant estate tax consequences. *Services rendered: Meet with client to discuss Irrevocable Life Insurance Trusts. Prepare, review and finalize estate-planning documents to include: Irrevocable Life Insurance Trust Agreement, Memorandum of Trust, Instruction Letters, and other ancillary documents. Prepare, execute and send transfer letters to accounts, transferring assets into trust upon death of Grantor. Prepare Form SS-4 and send to IRS to obtain a Tax Identification Number for the Trust.*

Special Needs Trust or Supplemental Needs Trust: This specialized, irrevocable trust is necessary to designate a guardian and to hold life insurance or other assets that will care for those with disabilities after you are deceased. *Services rendered: Meet with client to discuss Special Needs Trust. Prepare, review and finalize estate-planning documents to include: Special Needs or Supplemental Needs Trust Agreement, Memorandum of Trust, Instruction Letters, and other ancillary documents. Prepare, execute and send transfer letters to accounts, transferring assets into Trust upon death of Grantor. Amend Grantors' personal trust and wills to refer to Special Needs Trust, if applicable. Prepare Form SS-4 and send to IRS to obtain a Tax Identification Number for the Trust.*

Buy-Sell Agreement: The buy-sell agreement structures the buy-out provisions between partners in a business, in the event that one partner dies or no longer wants to be part of the business. *Services rendered: Meet with client regarding business ownership and buy-sell issues. Research, prepare, and finalize Buy-Sell Agreement and appropriate attachments for a Limited Liability Company or a Corporation. Send copy of documents to client for review and signature. Contact client for follow-up.*