

BUILDING *Your* LEGACY



Impacting Cures through your Estate Plan



LEUKEMIA &
LYMPHOMA
SOCIETY®

fighting blood cancers

someday
is today®



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Why Build an Estate Plan?

Your will is a very personal document; it outlines those causes and institutions that are important to you. By building an estate plan, and executing your will, you remove any doubt about how you would like your wishes carried out. It shows that you care enough to make your convictions known and leave a legacy that has a lasting impact.

At the **Leukemia & Lymphoma Society (LLS)**, our focus is on cures. Patients who are fighting blood cancers motivate us each and every day as we raise necessary funds to find cures. Our patients cannot wait. Your support, and the support of generations before you, has allowed us to fund lifesaving therapies for thousands of people affected by blood cancers. Your consideration of supporting LLS in your will is deeply touching to us, and we welcome the opportunity to help guide you through this process.

Estate planning has three basic goals: 1) planning for your incapacity, 2) planning for the management and disposal of assets upon death, and 3) protecting against reduction in estate value from estate taxes, administration expenses, estate liquidity issues and other causes. Your will also allows you the opportunity to name the person(s) you wish to receive your property, become guardians of your children, and execute your wishes. Without a will, the state and court system will make some of these decisions for you.

As a member of your estate planning team, we strongly recommend that you also work with an estate attorney and/or financial advisor, who will have additional understandings regarding the impact of your decisions on your estate.

10 Steps in the Estate Planning Process

Preparing for your estate plan can be made simpler if you follow these ten key steps:

1. Make an appointment with an attorney. If you don't know one, ask a friend, co-worker or relative for a referral.
2. Inventory your assets. If you provide your attorney with an inventory, he or she can help to determine the most impactful and tax-effective way to distribute your property.
3. Choose your beneficiaries. Think about the legacy you would like to leave and reflect on those organizations and individuals that you wish to benefit.
4. Calculate your gross estate. State or federal "death taxes" may be a concern if your estate exceeds the amount sheltered by the applicable exemptions (\$5.25M at time of printing.)
5. Consider estate planning vehicles. You may want a living trust in addition to a will.
6. Plan for medical decisions by asking your advisor about a health care power of attorney and living will.
7. Determine who you would like to be the executor of your estate. Write a letter to that person outlining which personal assets you would like specific individuals to receive.
8. Store your will, living trust and estate planning documents in a safe place. If you store them in a safety deposit box, make sure that the executor of your estate has access and that the bank is aware of that access.
9. Retain copies of income tax and gift tax returns. These will assist your executor in filing income and estate tax returns.
10. Call our office at **1-888-773-9958** for suggestions on incorporating gifts in your estate plan. Our trusted advisors will help walk you through the process to ensure that your wishes are carried out.

To minimize the cost of making a will, we recommend filling out the forms in the back of this booklet. Taking the time to list your assets and who you would like to receive them will save you time and money with your attorney. Using percentages will keep your estate plan flexible as values change over time.

If you choose, a charity can benefit greatly from gifts from your estate. A variety of gift vehicles exist, each offering different impact, income, and tax benefits. Please check with your advisors to determine the best strategy for your estate plan.

Bequests

If you would like to gift part or all of your estate to the Leukemia & Lymphoma Society through a bequest, you will need the following information for your attorney:

Federal Tax Identification: 13-5644916

Address: 1311 Mamaroneck Avenue, White Plains, NY 10605

Through your will, you can leave:

- a specific amount or a percentage of your estate
- all or part of what remains in your estate after other bequests are made
- a conditional gift if beneficiaries do not outlive you

Importantly, you keep the assets for as long as you live, and you can change your plans whenever you wish. To name the Leukemia & Lymphoma Society in your will, we recommend the following wording that can be adapted for your situation:

For a specific amount:

I give (*specific dollar amount or percentage of my estate*) to the Leukemia & Lymphoma Society, Inc, 1311 Mamaroneck Avenue, White Plains, NY 10605 for its ongoing activities (*or the following specific purpose*).

For a residuary amount after other bequests are made:

I give all (*or a percentage*) of the rest, residue, and remainder of my estate to The Leukemia & Lymphoma Society, Inc., 1311 Mamaroneck Avenue, White Plains, NY 10605 for its ongoing activities (*or the following specific purpose*).

For a conditional bequest if you outlive other beneficiaries:

If (*other named beneficiary*) does not survive me, I give all (*or a percentage*) of my estate to The Leukemia & Lymphoma Society, Inc., 1311 Mamaroneck Avenue, White Plains, NY 10605 for its ongoing activities (*or the following specific purpose*).

Restricting your bequest

Your gift can impact blood cancer patients in important and meaningful ways. If you choose to leave a general estate gift, you entrust LLS to use your gift for the greatest need. Alternatively, you may wish to specifically restrict your estate gift to make the largest impact on a particular blood cancer type. To designate a specific purpose for your bequest, such as Research, Patient Services or a category of blood cancer, call us at **1-888-773-9958**. We will work with you or your estate attorney to suggest wording that ensures your wishes are fulfilled.

What is a Trust?

A **trust**, created during life or in your will, may figure prominently in your estate plan. Simply stated, a trust allows you turn over ownership and management responsibilities of your property to a trustee. That trustee may be yourself or a professional. You maintain control of the trust assets by providing written rules regarding how to invest the assets, how to manage income from the investments, who receives principal from the trust, and under what circumstances the trust will end.

A trust can be customized to meet your individual needs. A **charitable remainder trust** can make payments to your designated beneficiaries for lifetime or a term of up to 20 years. Some donors choose to fund a remainder trust with retirement plan assets to reduce the income tax liability to survivors. When the trust matures, an estate tax deduction is available when the remainder is paid to the charitable beneficiaries.

Alternatively, a **charitable lead trust** can make payments first to a charity for a designated term of years. Afterwards, the remainder goes to your designated beneficiaries. Some find this a tax-wise method of transferring future assets to heirs using today's value.

Another popular estate planning tool is a **revocable trust**. Like a will, a revocable trust documents your wishes for how your assets will eventually be distributed. Because it is revocable, you can cancel the trust anytime. At death, it becomes irrevocable, and assets in the trust will pass according to the terms you set - without delay for securing probate documents. A revocable trust can be particularly useful for people who own properties in multiple states because each state would require a separate probate process. It also offers greater privacy because, unlike a probated will, there is no public access to trust documents. Your lawyer will draft the revocable trust and assist in transferring your assets into it.

Depending on how you arrange your trust, many advantages are possible. We invite inquiries to discuss your personal benefits for any of these trust arrangements.

Tax-Saving Ideas for Charitable Giving

Giving Appreciated Stocks

If you own a stock for one year or more that has increased in value, you can donate the stock and deduct the current market value regardless of your original cost. You will owe no capital gains tax. A gift of appreciated securities can cost less than a comparable gift of cash.

An example: *Lisa purchased 100 shares of ABC stock 18 months ago for \$1,000. Today, it is worth \$1,500. If she sells the stock, Lisa pays capital gains tax on the \$500 gain. If she gives the stock to a charity, however, she makes a \$1,500 contribution and owes no tax on the increased value. The out-of-pocket "cost" of her gift was only \$1,000.*

Your gift of appreciated assets is deductible up to 30 percent of your adjusted gross income. If you can't use the deduction in one year, you can carry over the excess for the next five years.

Call us for transfer instructions before you sell profitable investment assets.

Naming a Beneficiary in Your Retirement Plan

A tax-deferred account — such as an IRA, 401(k), 403(b) or Keogh plan — can be a useful currency for charitable giving. Naming the charity as the beneficiary of your retirement plan ensures your charity of choice receives the full assets of your plan. Private beneficiaries may owe income taxes on the retirement assets they receive; charities, of course, are tax exempt and would lose nothing to the tax collector. Estate tax charitable deductions are available, as well.

With a Beneficiary Designation Form from your bank or the administrator of the plan, you can name one or more favorite causes as beneficiary or as conditional beneficiary in the event you outlive others.

There are many benefits to using a tax-deferred account

- There is no legal cost.
- It is effective even without a will.
- You can change your mind anytime.

You retain the right to the account for as long as you live. Afterwards, the remaining value is given tax-free to your charitable beneficiaries.

On the other hand, if you leave a tax-deferred account to an heir, it will be subject to federal and state income taxes. Tax-wise donors use taxable assets for individual beneficiaries and tax-deferred accounts for charitable intentions.

An example:

If William owns a \$100,000 certificate of deposit and a \$100,000 401(k) plan and wants to leave equal amounts to his daughter and a charity, he should leave the certificate to his daughter and the 401(k) to the charity. Neither beneficiary will owe income tax on their gift. Had Ira reversed his choices, the charity would still pay no tax on the certificate but the daughter would owe income tax on the 401(k), thereby reducing the value of her father's gift.

Some states might require a "Spousal Waiver of Benefits" form to designate a beneficiary other than a spouse.

Remember, the cost of naming a charitable beneficiary on your retirement account is nothing, but the benefit is substantial.

Your life insurance and retirement assets usually pass independently of your will and in accordance with the associated beneficiary designation form. Be sure to keep these forms current.

Using an IRA for Charitable Giving

Recent tax law also allows donors who are at least 70½ to use a traditional or Roth IRA for charitable giving. The gift — which must be paid directly to the charity from the IRA — can be counted toward the minimum required distribution. It is not deductible as a charitable donation, but because it is not considered income, either, it is similar to a deduction.

Among those who are at least 70½ who will find this most helpful are:

- Retirees who must pay taxes on Social Security
- Taxpayers who do not itemize deductions
- People who do not need their mandatory IRA withdrawals
- Donors subject to deduction limitations that can reduce tax savings
- Individuals with IRAs that will be subject to estate and income taxes

Details on this giving option can change, so please contact us for the most current requirements.

Life Insurance

There are multiple options for using insurance policies for charitable giving. You can designate a charitable beneficiary in an **existing life insurance policy**. There is no tax deduction for the designation, but it costs nothing and you can change your mind anytime.

You can designate a charitable beneficiary in your **company-paid life policy**. By doing so, you will fulfill a charitable intention while avoiding taxes assessed on employer policies exceeding \$50,000.

If you own a **paid-up, whole-life policy**, you can give it to charity and receive an income tax deduction. The gift amount approximates the cash surrender value when the policy is transferred.

For current and future deductions, you can name The Leukemia & Lymphoma Society as owner and beneficiary of a **non-paid-up whole-life policy**. You receive an initial deduction approximately equal to the cash surrender value and additional deductions for subsequent gifts made to LLS to make premium payments.

Real Estate

We welcome inquiries regarding gifts of residential, commercial or undeveloped real estate. Giving real estate can reduce your taxable estate and avoid capital gains tax. We will review your offer and evaluate the property to determine the benefit of accepting such a gift. We will also guide you in following IRS procedures for an independent appraisal to establish fair market value to substantiate your deduction.

You can unlock the value of your primary or vacation home through a life estate that lets you and your spouse continue living in the property for lifetime or a set term after you have donated it to us. You earn an immediate tax deduction for a portion of the appraised value, and you continue to pay routine expenses such as upkeep, taxes and insurance. When your life estate ends, or you terminate your interest in the property, the proceeds from the sale are given to LLS for the purpose you designated.

Charitable Gift Annuities

If you're retired or planning for it, you might want a steady, reliable income that isn't subject to stock market fluctuations. A charitable gift annuity could provide the confidence and tax advantages you value.

A gift annuity of \$10,000 or more offers five distinct advantages:

- Personal satisfaction - by making a gift of significance that will benefit you today and support blood cancer research tomorrow
- Payments for life - at attractive, fixed rates for one or two lives
- Tax deduction - much of what you transfer will be a deductible charitable gift

- Capital gains tax savings - when you contribute securities for a gift annuity you minimize any capital gains tax
- Tax-free payments - part of each payment is tax-free throughout your expected life

You can choose quarterly, semi-annual or annual payments, which can begin at age 65 or can be deferred to a later date at a higher rate. Additionally, you can be the named annuitant solely, or you may choose to have your spouse as an annuitant, as well. You also have the option to name one or more others as the annuitant(s) instead of yourself. Should you name two people as annuitants, after the death of one annuitant, the payments still continue uninterrupted.

Consider how you would like to fund your annuity, as when considering cash vs. securities, each has its own tax advantage. Cash allows maximum tax-free payments; gifts of securities can minimize capital gains taxes.

Age has its advantages in charitable gift annuities. The older you are, the more you will receive. Contact us for rates and deductions based on your needs.

LLS charitable gift annuities are not available to residents of Hawaii or Alabama.

Annual Review of your Will

If you already have a will, you may not have looked at it since it was drawn up with your attorney. However, without regular review and updating, wills can create confusion and expense for heirs. Mark your calendar annually to review your will and ensure that it still reflects your needs and circumstances. Then, every two or three years, make an appointment with your attorney to review it, as well. State and federal laws change; you want to be sure to take advantage of any changes that could affect the taxation or distribution of your estate.

When life-changing events occur, remember to consult with your attorney to see if you need to make any changes to your estate plan. Such events could include:

- Marriage or Divorce
- Birth, adoption, maturity, marriage, divorce or death of a child or grandchild
- Death of a beneficiary
- Significant change in the health of you, your spouse, child, or any other beneficiary
- Significant change in the economic status of you, your spouse, child or any other beneficiary, including the gain of new assets, or the disposal of specific assets mentioned in your will
- Change in relationship with person(s) named as executor, trustee, or guardian, or their death or other event rendering them unable to serve
- Change of residence to another state or country or a long trip out of town

Your legacy to future generations can be ensured by including in your estate plan those institutions important to you during your life, such as the Leukemia & Lymphoma Society. Total coordination of all your assets – assets passing via trust or will, property, retirement assets, life insurance and everything you own – is absolutely vital to a clear and comprehensive estate plan.

We encourage you to call The Leukemia & Lymphoma Society during the estate planning process to ensure your wishes will be properly carried out. LLS has a staff of professionals who can assist you in preparing to meet with your attorney and can work directly with your attorney and financial advisors as part of your estate planning team. All such information will remain strictly confidential. Please call us at **1-888-773-9958**, email us at legacy@lls.org or visit www.lls.org.

Will Planning Worksheet

Estate Planning Objectives

Check the items that are important to you and number them in the order of their importance.

- Ensure financial security of surviving spouse _____
- Provide for education and financial security of children or grandchildren until adulthood _____
- Preserve and continue my business _____
- Provide for special needs of a family member or others _____
- Maximize my current income _____
- Maximize future retirement income _____
- Establish a fund for a special purpose _____
- Invest for growth of capital _____
- Pursue preservation of capital _____
- Leave behind a message to my heirs (an "ethical will") _____
- Minimize "death taxes" _____
- Provide for the Leukemia & Lymphoma Society or other charitable organization(s) _____
- Involve my family in philanthropy _____
- Other _____
- _____
- _____
- _____
- _____
- _____
- _____

Personal Information

Information for Your Attorney's Use

Filling out the information below will help to expedite your time spent with your attorney, and ensure that all information is thoughtfully included in your plan.

Please update this form regularly, dating each revision and making copies for your estate planning team – attorney, financial advisor, charity estate professionals – as well as your executor, trustee, spouse and, perhaps, close relatives.

Date: _____ / _____ / _____
Month Day Year

Family and General

Full Name: _____

Other names you are known by: _____

Address: _____

City, State, Zip _____

Phone: (Home) _____ (Work) _____

Email Address: _____ @ _____

Birth Date: _____ / _____ / _____
Month Day Year

Social Security # _____ — _____ — _____

Marital Status

- Single Married Widowed Separated Divorced

Information on Previous Marriages: _____

Spouse/Life Partner Information (if applicable)

Full Name: _____

Other names you are known by: _____

Address: _____

City, State, Zip _____

Phone: (Home) _____ (Work) _____

Email Address: _____ @ _____

Birth Date: _____ / _____ / _____
Month Day Year

Social Security # _____ — _____ — _____

Nearest Relatives

I have no living children.

I have the following living children:

_____, _____, _____
_____, _____, _____

Please list detailed information on next two pages

I have no other living relatives.

I have the following other living relatives:

_____, _____, _____
_____, _____, _____

Please list detailed information on next two pages

List the information requested below on the next two pages, whether or not you intend to include your children in your will. Please list in the following order:

- Children (include biological, step and adopted)
- Grandchildren
- Brothers and/or sisters
- Parents

If additional space is needed, use a separate sheet of paper.

Living Child or Relative #1

Full Name: _____

Address: _____

City, State, Zip _____

Relationship: _____

Birth Date: _____ / _____ / _____
Month Day Year

Social Security # _____ — _____ — _____

Is this a child from your current marriage? Yes No

If no, please explain: _____

Married To: _____

Living Child or Relative #2

Full Name: _____

Address: _____

City, State, Zip _____

Relationship: _____

Birth Date: _____ / _____ / _____
Month Day Year

Social Security # _____ — _____ — _____

Is this a child from your current marriage? Yes No

If no, please explain: _____

Married To: _____

Living Child or Relative #3

Full Name: _____

Address: _____

City, State, Zip _____

Relationship: _____

Birth Date: _____ / _____ / _____
Month Day Year

Social Security # _____ — _____ — _____

Is this a child from your current marriage? Yes No

If no, please explain: _____

Married To: _____

Living Child or Relative #4

Full Name: _____

Address: _____

City, State, Zip _____

Relationship: _____

Birth Date: _____ / _____ / _____
Month Day Year

Social Security # _____ — _____ — _____

Is this a child from your current marriage? Yes No

If no, please explain: _____

Married To: _____

Estimate Your Gross Estate

Add up the market value of your assets. Bear in mind that your assets will be taxed at their date-of-death value, so you may want to factor inflation into your estimate. If your assets exceed \$5,250,000, you are subject to estate taxes (as of date of this publication), and may want to consider consulting your estate team about reducing these taxes.

Real Estate

Type	Address of Property	Purchase Date Purchase Cost	Title in Name of:	Current/ Approximate Value
				\$
				\$
				\$
				\$

Total Approximate Value of Real Property \$ _____

Insurance

If you have one or more life insurance policies, you have one or more named beneficiary(s) of that policy. If the beneficiary should precede you in death, leaving no other beneficiary, the insurance would be payable to your estate, and therefore should be covered by your will.

Issuing Company	Name of Insured	Type	Beneficiary	Value
				\$
				\$
				\$
				\$

Total Value of Life Insurance \$ _____

Retirement Benefits

Account Manager	Type	Beneficiary	Amount
			\$
			\$
			\$
			\$

Total Value of Retirement Benefits \$ _____

Stocks and Bonds (Government or other)

Issuing Company	Item	Title in Name of	Approximate Value
			\$
			\$
			\$
			\$
			\$

Total in Stocks and Bonds \$ _____

Money Invested in Mortgages and Personal Loans

Item	Address	Amount
		\$
		\$
		\$
		\$
		\$

Total Investments \$ _____

Personal Property

Personal property can include your collections, antiques, jewelry, household furnishings, furniture, books, musical instruments and automobiles. List items for special consideration. Others may be grouped.

Item	Approximate Value
	\$
	\$
	\$
	\$
	\$

Total Approximate Value of Personal Property \$ _____

Cash (Checking and Savings Accounts)

Financial Institution Address	Type of Account/ Account #	In Names(s) Of	Balance
			\$
			\$
			\$
			\$
			\$
			\$

Total Amount of Cash \$ _____

Indebtedness (Please give details)

Institution / Person Address	Type of Debt (Credit Card, Loan, etc.)	Account # (if applicable)	Approximate Amount Owed
			\$
			\$
			\$
			\$
			\$
			\$

Total Approximate Debt \$ _____

Total Approximate Value of Assets

(add real property, insurance, retirement benefits, securities, investments, personal property and cash LESS debt)

\$ _____

Distribution of Your Estate

All of estate to spouse? Yes No

If spouse should predecease me, if answer above is No, or if I am single at the time of my death, I make the following:

Specific Bequests

List only those items consisting of cash, or other specific property, such as a family heirloom, that you wish to designate. You don't need to describe every item of your personal or real property in your will. However, if there are specific items or pieces of land that you want to go to certain individuals, list them. Also, if you wish to bequeath a specific sum of money to a person, to The Leukemia & Lymphoma Society, or some other charity, state the amount and the name, and contact the charity for accurate bequest wording and organizational references such as legal name, address, and Tax ID number.

Name of Person or Organization	Item, Property or Sum of Money	Recipient Address

Residue and Remainder

After specific bequests, if any, the simplest way to divide the residue of your estate is by percentages. List the name(s) of the person(s) or organization(s) designated to receive the remainder of your estate after all expenses have been paid and all specific bequests have been made, then state what percentage or amount of the total remaining amount of your estate each is to receive.

Are children to share equally in your estate? Yes No

Name of Person or Organization	Amount or %	Recipient Address

Contingency Provision for Distribution of Estate

Importantly, in the event that a common disaster should take the lives of your family, including your children, or if the above named individuals/organizations are not in existence at the time the will is probated, then the estate should be distributed as follows:

Name of Person or Organization	Amount or %	Recipient Address

Trust Information (if applicable):

Designations

The personal representatives who will carry out the provisions of your estate plan attend to the administration of your estate while protecting and managing your property until it is properly transferred to your beneficiaries. In the following sections, please list the names and addresses of those individuals you designate to perform the specified function. A person may perform more than one function.

Administration of Estate

Please print name of the following individuals:

Executor: _____

Address: _____

Alternate Executor: _____

Address: _____

Trustee: _____

Address: _____

Alternate Trustee: _____

Address: _____

Guardian of Person (for minor children): _____

Address: _____

Alternate Guardian: _____

Address: _____

Other: _____

Address: _____

If trustee is appointed, trust is to terminate when the youngest child reaches age _____.

Other Legal and Financial Advisors

Please print name of the following individuals:

Accountant: _____

Address: _____

Attorney: _____

Address: _____

Broker: _____

Address: _____

Other: _____

Address: _____

Questions for Advisors:

Miscellaneous

- I have a will at the present time (copy enclosed)
 - I do not have a will at the present time
 - Computer access information for important files and internet accounts (passwords, PINs, user names, etc.) is in the custody of the following trusted person or in the following location:
-

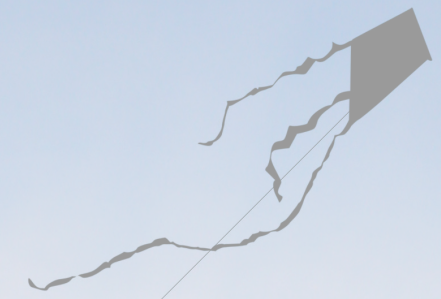
A Final Thought

If you have been supporting the **Leukemia & Lymphoma Society (LLS)**, you will find it emotionally satisfying to know that your impact will continue beyond your lifetime. Many of the largest gifts ever received by LLS have come from generous donors whose forward thinking has allowed us to support mission-critical research that saves lives today. We are most grateful.

LLS can be named to receive a specific dollar amount, a particular asset, or a percentage of the residual estate. **No gift is too small.**

**If you leave a gift in your will to LLS,
please let us know so that we may thank you.**

someday
is today®



To inquire about research, services or charitable giving options,
please contact our Planned Giving professionals.

1-888-773-9958

Legacy@LLS.org

www.LLS.org/plannedgiving



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This publication provides general planning information and is not intended as legal or financial advice. We recommend that you obtain help from appropriate advisors.