Janney

Trusted Advisors for Generations

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JANNEY MONTGOMERY SCOTT LLC
www.janney.com

The Highest Standard of Success in Financial Relationships

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Ref 170521

Introduction

Often, clients of Janney Montgomery Scott ask us to help prepare plans that will determine the course of their estates in the event of their death, disability or incapacity. None want to be a burden to their families, to their heirs or to their business partners. Each desires to ensure that their wealth is transferred according to their wishes in a timely manner and with a minimum of tax implications for their heirs.

Any client may have estate planning needs. If a client has assets and the desire to make sure they are passed along according to their wishes, then they are in need of some form of estate planning.

One of the most common ways for an estate plan to fail is to not communicate the information that your executor will need to make informed decisions on your behalf.

That need has created this Estate Organizer. It is provided to you by your Janney Montgomery Scott Financial Advisor as a supplement to your estate plan. It is not meant to replace a Will, a Trust or any other planning document but to serve as a supplement to them all.

The Estate Organizer is a communication from you to your executor(s) and/or family about where to find the key information they will need in order to fulfill your wishes, identify all of your assets and liabilities and to make informed decisions on your behalf.

There is no need to return this completed organizer to us. This document is intended to help you organize your financial and estate plan. Please file it in a secure location. Your Janney advisor should not have a copy if it includes sensitive data such as usernames and passwords.

Janney Montgomery Scott LLC, its affiliates, and its employees are not in the business of providing tax, regulatory, accounting, or legal advice. These materials and any tax-related statements are not intended or written to be used, and cannot be used or relied upon, by any taxpayer for the purpose of avoiding tax penalties. Any such taxpayer should seek advice based on the taxpayer's particular circumstances from an independent tax advisor.

This should not be considered legal, accounting, or tax advice and is provided as general information to you to assist in understanding the issues discussed. Please consult with your own attorney and/or accountant regarding the application of the information contained in this material to the facts and circumstances of your individual situation.

Client 1 Name:

Client 2 Name:

Date of Last Revision of Estate Organizer:

Address:

Janney Montgomery Scott Information

Financial Advisor:

Branch Office:

Financial Advisor Telephone Number:

Desired General Disposition of Estate

In general terms, please describe your intentions as to the disposition of your estate:

General Information for Family

This is key information about who needs to be informed in the event of death and where the primary documents and items are located. This should be updated at least annually.

My primary planning documents are:

Name	Date of Last Update	Location *(where to find it)*	Notes
My Will			
Spouse's Will *(if separate)*			
Durable Power of Attorney			
Advanced Health-Care Directive			
Living Will			
Revocable Living Trust			
Divorce or Separation Agreement			
Pre- or Post-Nuptial Agreement			
Community Property Agreement			
Trust Documents			
Qualified Personal Residence Trust			
Business Agreement			
Tax Returns *(last three years minimum)*	NA		
Other:			

My original Will is located at:

It was last updated on:

It was completed by my attorney (name):

Attorney can be contacted at:

Will was witnessed by (if applicable):

Please indicate the name and contact information of the person(s) and/or institutions you have named as your Primary and Alternate Executors of your Estate:

Name	Telephone	Other Contact Information	Notes

☐ I have attached recent copies of documents/statements to this document.

If you have children or grandchildren, please enter their names below.
(If your children are younger than 18, please list your intended legal guardians for each.)

Name	Telephone	Date of Birth	Other Contact Information	Legal Guardian

In the event of my death, below is the list of people that need to be informed as soon as possible.

Name	Relationship	Telephone	Notes

Safe deposit box location

☐ Someone else's property is in our safe deposit box(es). Property is identifiable as:
(name and description)

☐ We have someone else's property in our possession. Property is identifiable as:
(name and description)

☐ We have Trusts established at the following institutions:

☐ Other:

Please refer to the supplemental General Information for Family page to provide additional important information that must be filed securely for your protection.

Advisors

This information will be used by your executor and family to contact your professional network, the people upon whom you have depended for advice. If necessary, add names and details to a separate sheet of paper until you have listed your trusted advisors and their contact information.

	Name	Address	Telephone
Janney Montgomery Scott Financial Advisor:			
Personal Representative(s)*:			
Trustee(s)*:			
Attorney:			
Guardian (if applicable):			
CPA:			
Insurance Agent:			
Insurance Agent:			
Primary Physician:			
Religious Advisor:			
Other:			

*Other than spouse(s)..

Memorial Directions

Directions for memorial services:

☐ Burial wishes: My body should be buried in

Cemetery which is located at

The telephone number of the cemetery is

The name of my contact at the cemetery is

My burial costs are

☐ My body should be cremated and I would like my ashes to be

☐ My body should be donated to

☐ Other, specify

Specific comments, wishes, thoughts:

List of Assets

This list should be reviewed at least annually. Please keep a copy of the most recent version of each statement with this organizer as a way for your executor/trustee/family to be able to keep an accounting of where your assets are and in what approximate amount(s).

Cash/Investment/Security Accounts

Name of Institution	Contact Name and Telephone Number	Ownership	Type of Account	Account Number	Date Established
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Retirement Accounts

Name of Institution	Contact Name and Telephone Number	Account Owner	Type of Retirement Account	Account Number	Primary Beneficiary	Contingent Beneficiary
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List of Assets, continued

Education Accounts

Name of Institution	Contact Name and Telephone Number	Account Beneficiary	Type of Education Account	Account Number	Trustee
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Life Insurance

Insurance Company	Type is this a joint benefit?	Face Amount	Period Certain	Beneficiary	Cash Value (if known)	Remainder Benefit

Tax-Deferred Annuities

Insurance Company	Type: is this a joint benefit?	Face Amount	Period Certain	Beneficiary	Cash Value (if known)	Remainder Benefit

Please list any other forms of life insurance, including accidental death policies, employer-provided benefits, or accounts which may have insurance aspects to their character.

Other Assets

Trusts

Trust Company	Contact Name and Telephone Number	Trustee	Type of Trust	Account Number	Primary Beneficiary	Contingent Beneficiary

Are you the beneficiary of a Will or Trust created by someone else?

If so, please detail:

Real Estate

Property Address	Ownership	Date Acquired	Cost of Property	Debt on Property	Monthly Income *(if any)*	Location of Documents

Hard Assets

Type of Asset	Ownership	Cost and Date Acquired	Debt Associated With Property	Insurance Coverage	Location of Documents
Auto 1:					
Auto 2:					

Other Assets, continued

Health Insurance

Type	Company	Contact Information	Insured	Amount and Type of Benefits
Medical 1:				
Medical 2:				
Disability 1:				
Disability 2:				
Automobile 1:				
Automobile 2:				
Homeowners:				
Long-Term Care 1:				
Long-Term Care 2:				
Other Insurance:				
Other:				

Beneficiary Designations

Account Type	Contact Name and Telephone Number	Account Number	Primary Beneficiary	Contingent Beneficiary	Survivor Benefit (%)
Pension 1:					
Pension 2:					
Qualified Tax-Deferred Annuity 1:					
Qualified Tax-Deferred Annuity 1:					

List of Debts/Liabilities

Outstanding Liabilities

Type	Name of Creditor, Telephone Number	Security for Debt	Due Date of Payment	Approximate Balance/Date
Mortgage:				
Home Equity Loan(s):				
Credit Card 1:				
Credit Card 2:				
Line of Credit:				
Other:				

Other Comments

Please use the following space to provide any other information relevant to your estate planning needs and intentions:

Estate Organizer Supplement

Janney Montgomery Scott LLC

GENERAL INFORMATION FOR FAMILY, continued

THE FOLLOWING PAGE INCLUDES PRIVATE INFORMATION.

Once completed, please be sure to file in a secure place to be accessed **ONLY** by the policy owner and/or executor. This information does **NOT** need to be provided to your Janney advisor.

Important Document Storage

Generally, I keep my important documents:

Safe Deposit Box Location

- ☐ The keys to the safe deposit box(es) are located:
- ☐ Our personal safe is located at:
- ☐ Our tax records are located at:

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