

Personal Will and Estate Planning Workbook

Date: _____

Estate & Trust Services
from Scotiatrust®



This workbook will assist you in getting started on your plan by ascertaining your assets and liabilities and listing your beneficiaries. It also provides you with an opportunity to record critical information such as key contacts and the location of important documents.

Personal Information

YOUR INFORMATION

Full name _____

Home address _____

_____ Home phone _____

Business phone _____ Cell phone _____

Email _____ Date/place of birth _____

Citizenship _____ Marital status _____

YOUR SPOUSE'S INFORMATION

Full name _____

Home address _____

_____ Home phone _____

Business phone _____ Cell phone _____

Email _____ Date/place of birth _____

Citizenship _____ Marital status _____

CHILDREN

Full name

Date of Birth

1. _____

2. _____

3. _____

4. _____

Personal Advisors

LAWYER

Name _____

Firm _____

Address _____

Email _____ Phone _____

ACCOUNTANT

Name _____

Firm _____

Address _____

Email _____ Phone _____

WEALTH ADVISOR

Name _____

Branch _____

Address _____

Email _____ Phone _____

OTHER ADVISORS (INVESTMENT AND INSURANCE)

Name _____

Branch _____

Address _____

Email _____ Phone _____

Name _____

Branch _____

Address _____

Email _____ Phone _____

Asset information

BANK ACCOUNTS

Name and address of institution, account number	Self	Spouse	Joint
1. _____ _____	_____	_____	_____
2. _____ _____	_____	_____	_____
3. _____ _____	_____	_____	_____
4. _____ _____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

NON-REGISTERED INVESTMENTS

Name and address of institution, account number	Self	Spouse	Joint
1. _____ _____	_____	_____	_____
2. _____ _____	_____	_____	_____
3. _____ _____	_____	_____	_____
4. _____ _____	_____	_____	_____
5. _____ _____	_____	_____	_____
6. _____ _____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

RRSPs/RRIFs/TFSAs

Type of plan, name and address of institution, account number, beneficiary designation	Self	Spouse
1. _____ _____	_____	_____
2. _____ _____	_____	_____
3. _____ _____	_____	_____
4. _____ _____	_____	_____
5. _____ _____	_____	_____
Total	\$ _____	\$ _____

PENSION PLANS/ANNUITIES

Name and address of institution, plan number	Self	Spouse
1. _____ _____	_____	_____
2. _____ _____	_____	_____
3. _____ _____	_____	_____
Total	\$ _____	\$ _____

REGISTERED EDUCATION SAVINGS PLAN

Type of plan, name and address of institution, name of subscriber(s) and beneficiary(ies)
1. _____
2. _____
3. _____
4. _____

REAL ESTATE

Principal residence, vacation property, investment property, etc.	Self	Spouse	Joint
1. _____	_____	_____	_____
_____	_____	_____	_____
2. _____	_____	_____	_____
_____	_____	_____	_____
3. _____	_____	_____	_____
_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

PERSONAL PROPERTY

Cars, boats, jewelry, art etc.	Self	Spouse	Joint
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

BUSINESS INTERESTS

Name of company, address	Type of ownership	Interest held	Value
1. _____	_____	_____	_____
_____	_____	_____	_____
2. _____	_____	_____	_____
_____	_____	_____	_____
3. _____	_____	_____	_____
_____	_____	_____	_____
Total	\$ _____	% _____	\$ _____

INDIVIDUAL LIFE INSURANCE

Name and address of institution, policy number, beneficiary designation	Self	Spouse	Insurance amount
1. _____ _____	_____	_____	_____
2. _____ _____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

GROUP LIFE INSURANCE

Name and address of institution, policy number, beneficiary designation	Self	Spouse	Insurance amount
1. _____ _____	_____	_____	_____
2. _____ _____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

Liability information

LIABILITIES

Mortgages, bank loans, lines of credit, credit cards, other debts, etc.	Self	Spouse	Joint
1. _____ _____	_____	_____	_____
2. _____ _____	_____	_____	_____
3. _____ _____	_____	_____	_____
4. _____ _____	_____	_____	_____
5. _____ _____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

Important personal documents and information

WILLS

Date of Will _____ Lawyer's/Notary's name _____
Lawyer's phone _____ Email _____
Executor's name _____ Where documents are held _____
Executor's phone _____ Email _____

POWERS OF ATTORNEY/PROTECTIVE MANDATE/REPRESENTATION AGREEMENTS

Attorney/Mandatar for property _____
Contact info _____
Attorney/Mandatar/Representative for Personal Care _____

Contact info _____
Where documents held _____

GUARDIANS/TUTORS OF MINOR CHILDREN

Name, relationship, contact info

1. _____

2. _____

BENEFICIARIES

Name, relationship, contact info	Self	Spouse
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

CHARITIES YOU WISH TO BENEFIT

Name, contact info	Self	Spouse
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

FUNERAL PRE-PLANNING

	Self	Spouse
Name of funeral home	_____	_____
Cemetary name	_____	_____
Plot location	_____	_____
Other (e.g. religious contact)	_____	_____
	_____	_____

SAFE DEPOSIT BOX

	Self	Spouse
Location	_____	_____
Box number	_____	_____
Key location	_____	_____

OTHER INSTRUCTIONS

Your estate planning advisor may request additional personal information including: your residence at time of marriage; whether you have a marriage contract; whether you have been divorced, and if so, whether you have a separation agreement; and/or whether you hold a joint citizenship. Québec residents may also be asked whether they are civilly united and whether you have renounced to the application of the rules of family patrimony. Residents of British Columbia may be asked whether they have stored any genetic material, and, if yes, where.

My Family Tree



You may find it useful to sketch your family structure and relationships on this page.

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This document is intended to provide general information related to estate planning and administration and does not constitute legal, accounting, tax or other advice. You should not act upon the information contained in this document without seeking the advice of your own professional advisors.

(07/14)

