ESTATE PLANNING 101
What You Need to Know About Estate Planning in Kansas and Missouri

Prepared and Presented By:
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ADMITTED TO PRACTICE LAW IN MISSOURI AND KANSAS
An Elder Law Attorney’s Perspective on Pre-Retirement Estate Planning

Four Things to Focus On

I. Get Your Estate Plan in Order - Six Easy Steps

1. List what you own today
   A. How each asset is titled
   B. Name of beneficiary, if any
   C. Value of each asset
   D. Income tax basis of each asset
   E. Include retirement accounts and life insurance death benefits

2. Decide where you want your assets to go if you were not living today
   A. Family - spouse, children, grandchildren, siblings, etc.
   B. Charities
   C. Friends, others
   D. How much money or what percentage of total assets to each?
   E. What if a person does not survive you?

3. How do you want each of them to receive your assets? Only two options:
   A. Outright, with no restrictions, or
   B. In trust - many different options

4. What process do you want to use to transfer assets? Two options:
   A. Probate (court oversight) - Last Will and Testament controls
   B. Avoid Probate - only three ways
      1) Joint with right of survivorship
         - Assets transfer to surviving owner outright (not trust)
         - Other owner(s) must survive you
         - Makes other person owner with you now; this is risky
      2) Beneficiary designation / Transfer on Death
         - Assets must be distributed outright (not in trust)
         - Recipient must survive you
      3) Living Trust
         - Assets can be distributed outright or in trust
         - You can control where your property goes if recipient does not survive you
5. Fund your estate plan  
   A. Title all assets correctly  
   B. Name correct beneficiaries  

6. Be sure to coordinate all documents, asset titling and beneficiary designations so your plan is carried out  

II. What if you become incapacitated?  
1. Without proper planning a guardian & conservator must be appointed for you  
2. Durable Power of Attorney must be signed while you have capacity  
   A. Legal and Financial  
   B. Health Care  
   C. Should comply with HIPAA  

III. Do you want to be kept artificially alive on life support?  
1. Need Advanced Directive - no matter what your answer. Two kinds:  
   A. Instructive - Living Will, Health Care Treatment Directive  
      - Must follow decision of physician  
   B. Proxy - If physician says you have crossed the line, then people you nominate can decide what/when to stop  
2. If want artificially supplied nutrition and hydration (feeding tubes) stopped, you must explicitly say so in the document  
3. Talk to your family and people named in your Advance Directive/Health Care Durable Power of Attorney  
   A. So they know what you want  
   B. So they can better cope if your life support is stopped  

IV. Plan for your potential need for long-term care  
1. You will need income and/or assets to pay for long-term care  
   - If not sufficient, consider purchasing long-term care insurance  
2. Don’t plan to qualify for Medicaid unless you have to; it is there as a last resort, not a life goal  
3. Make sure there is sufficient flexibility in your estate planning documents so they can adapted and changed as circumstances and laws change. This includes powers to transfer assets, establish trusts, spend money in a manner that benefits you and protects assets for Medicaid eligibility if that becomes necessary.

Reaves Law Firm, P.C.  
Elder Law, Special Needs Trusts & Law, Estate Planning,  
Wills, Living Trusts, Guardianships, Probate and Trust Administration  
2.16
Craig C. Reaves has been licensed as an attorney since 1978. The major emphasis of his law practice is in the areas of Estate Planning, Elder Law, Special Needs Trusts and planning for persons who have a disability. He practices law in both Kansas and Missouri.

Mr. Reaves was one of the first attorneys to become a Certified Elder Law Attorney (CELA)* by the National Elder Law Foundation, and has continued to be Certified since 1995. He is listed in Who’s Who In American Law and Who’s Who in America. He has been selected for inclusion on the Kansas and Missouri Super Lawyers list for every year since 2005 and has been included in the current editions of The Best Lawyers in America since 2007. He is an adjunct professor at the schools of law at the University of Kansas, the University of Missouri-Kansas City, and Stetson University in Florida.

Mr. Reaves received both a law degree (JD) and a Bachelor of Science in Business with an emphasis in Political Science from the University of Kansas. He also holds the Chartered Life Underwriter (CLU) and Chartered Financial Consultant (ChFC) designations.

Mr. Reaves is a sought after speaker and educator. He is involved with many professional and charitable organizations, some of which are listed below.

**PROFESSIONAL:**  
- Past President of the National Academy of Elder Law Attorneys (NAELA).  
- Fellow of NAELA.  
- Fellow of ACTEC (American College of Trust and Estate Counsel)  
- Charter member of the Council of Advanced Practitioners of NAELA.  
- Past President and Founding Board Member of the Missouri Chapter of NAELA and member of the Kansas Chapter of NAELA.  
- Member of the Special Needs Alliance, a national organization of lawyers dedicated to disability and public benefits law.  
- Member of WealthCounsel and Society of Financial Services Professionals.  
- Member of the Board of Directors of The Kansas City Estate Planning Symposium  
- Member of the Disciplinary and Ethics Commission of the Certified Financial Planner (CFP) Board of Standards  
- Member of the Kansas, Missouri, American and Kansas City Metropolitan Bar Associations, along with the Probate and Estate Planning Committees of each.  
- Admitted to practice law in the federal and state courts in Kansas, Missouri (Western District Federal), and the United States Tax Court.

**CHARITABLE:**  
- Past President of LifeCare Planning, Inc., a non-profit organization that assists parents of persons who have a disability to plan for future care of their children  
- Past President of the Brain Injury Association of Kansas and Greater Kansas City  
- Past Secretary of the Arthritis Foundation-Western Missouri/Greater Kansas City Chapter  
- Past President of the Kansas City Chapter of the Fellowship of Christian Athletes  
- Founding board member of Respite Care Services, Inc.  
- Member of the Advisory Board of The Mission Project, Mission, Kansas

* Neither the Supreme Court of Missouri, nor the Missouri Bar reviews or approves certifying organizations or specialist designations.
Reaves Law Firm, P.C., was founded in 1988 by Craig C. Reaves for the purpose of providing creative, practical and effective legal solutions for persons with estate planning and related needs. That focus has evolved to also encompass the highly specialized needs of persons who are elderly and those who have a disability.

Mr. Reaves and the staff of Reaves Law Firm, P.C., take great pride in providing personal services to our clients by addressing each client's needs on an individual basis. We concentrate our efforts in the complex areas of:

**Estate Planning:** Designing and preparing trusts, Wills, durable powers of attorney, and other documents to help our clients accomplish their estate planning goals while minimizing probate court involvement and taxes.

**Elder Law:** Helping persons who are elderly or have a disability to protect assets, qualify for public benefits such as Medicaid and SSI, and plan for long-term care.

**Special Needs Trusts:** Designing and preparing special trusts that allow assets to be used in ways that help the beneficiary without disqualifying him or her from Medicaid, SSI or other benefit programs. These can either hold assets that belonged to a parent or other person, or lawsuit settlements, inheritances or other assets that belong to the person who has the disability.

**Trust Administration, Probate and Guardianship:** Assisting when needed to settle a trust upon the death of the trust maker, or to go to probate court to settle an estate or appoint a guardian and conservator.

The aim of each member of Reaves Law Firm is to help our clients accomplish their estate planning and other legal goals. We want to take the mystery out of the planning process. Any legal documents or planning strategies we prepare will be explained in straightforward language that our clients and their family can understand.
In this seminar we are going to discuss subjects most of us would rather avoid: death, disability, probate, taxes and stopping life support. Many people do not give much thought to the certainty of their own death, yet it will happen to each and every one of us. Estate planning forces us to face the financial and emotional consequences of death and take action to minimize the effects on our families. But if people were asked to summarize their estate planning wishes, most would simply say that:

* They want their estate to be distributed to the people and charities they choose according to their wishes;

* They want to avoid excessive attorney's fees, court costs and unnecessary delays in passing on their property; and

* They want to avoid, or, at least, minimize the payment of state and federal estate taxes.

This handout is provided as a supplement to the seminar you are attending. Most of the important ideas discussed at the seminar are outlined here.

Please feel free to make notes or jot your questions down on this handout so that they will be available to you if you choose to attend your private complimentary consultation.

By attending this seminar you are entitled to a free one-hour consultation with Mr. Reaves to discuss your personal estate planning needs and questions.

To schedule your free consultation, please contact Reaves Law Firm, P.C., at 816-756-2100.
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I. OVERVIEW

1. **What is your Estate?:** Your estate consists of everything you own or control. This includes not only the obvious things like your house, bank accounts, investments and personal things, but also life insurance death benefits, retirement plan proceeds and jointly-owned property. In the context of estate planning, these assets are valued at their fair market value as of the date of your death. For ease of reference, these materials will refer to the assets in your estate as your “property.”

2. **Definition of Estate Planning:**
   
   The art of designing a program for:

   a. **Your lifetime:** So you can manage and enjoy your property as long as possible, and also have everything in place so people of your choice can continue to manage your property for your benefit without probate court involvement if you become incapacitated; and

   b. **After your death:** So your property is distributed to the people and charities you choose, with the lowest possible cost and confusion.

3. **Three Hazards of Failure to Plan:**
   
   a. **Transfer of Assets:** All of your property must be transferred to others after your death. Without proper planning, your property may not end up where you want it to go, and there may be excessive expenses and delays that could have been avoided. There are many methods by which your property can be transferred upon your death. These include the probate court system and methods that avoid that system. If you properly plan, you can choose which methods you want to use.

   b. **Taxes:** For many years U.S. citizens have been taxed on the "privilege" of being able to transfer their property to others at their death. Although have been many changes in the estate tax law since its inception, as of January 1, 2013 Congress enacted an estate tax law that is supposed to be permanent (or at least it is not scheduled to change in the next few years, as has been the case since 2001). With proper planning, it may be possible to minimize the effect of this tax. This is explained more fully later in these materials.

   c. **Incapacity:** If you lose the ability to manage your own affairs, your loved ones will have no option but to ask the probate court to appoint someone as your guardian (to make personal and health care decisions for you) and as your conservator (to manage your finances and property). This will require continued oversight by the probate court. With proper planning this can be avoided.
II. PROBATE

1. **Definition:** The process of going to court for legal authority to collect the property of a deceased person, pay their bills, file tax returns, pay taxes, and distribute the property according to their Will, or, if there was no Will, according to the state intestacy laws.

2. **Disadvantages of Probate:**
   
a. **Formalities:** Probate is usually a very formal and rigid process. There are many steps involved, petitions and forms required, court appearances and deadlines that must be met.
   
b. **Cost:** Costs of probate often average 5% to 10% of the value of property subject to probate. These costs generally fall into the following categories:

   1) Court Costs
   2) Publication Costs
   3) Attorney Fees
   4) Executor/Personal Representative Fees

   For example, Missouri Statute 473.153 sets forth the following as the minimum compensation for the personal representative and the attorney. Each shall be allowed "as the minimum compensation for his services the following percentages of the value of the personal property administered and of the proceeds of all real property sold under order of the probate court:
   
   On the first ............$ 5,000, 5 percent;
   On the next ............ 20,000, 4 percent;
   On the next ............ 75,000, 3 percent;
   On the next ............ 300,000, 2 3/4 percent;
   On the next ............ 600,000, 2 ½ percent;
   On all over ............ 1,000,000, 2 percent."

   To illustrate this, consider an estate worth $100,000. The personal representative and the attorney are both entitled to $3,300 ($5,000 x 5% = $250; $20,000 x 4% = $800; and $75,000 x 3% = $2,250. Adding these up totals $3,300). When these are combined, the total fees are $6,600. When court costs and publication costs are included, the total will reach approximately $7,000, or 7% of the estate.

   c. **Publicity:** Probate records are open to the public.

   d. **Delay:** Probate often takes a year or more to finalize. However, partial distributions and family support allowances while the probate is open.
3. **Advantages of Probate:** Despite the disadvantages, there are some reasons to consider going through probate:

   a. When there is no one you trust to wrap up your affairs after your death, the Probate Court will oversee the person appointed and hold them accountable;
   
   b. When your family or beneficiaries do not get along and disagreements are anticipated;
   
   c. When your debts exceed the value of your assets; and
   
   d. Probate terminates all potential claims against your estate that are not filed within the claims period (Kansas - 4 months; Missouri - 6 months).

4. **How to Avoid Probate:** Whether probate is avoided depends on how each asset owned by you when you die is titled (in other words, who actually owns the asset).

<table>
<thead>
<tr>
<th>FOUR WAYS PROPERTY IS OWNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sole Name/No Beneficiary</td>
</tr>
<tr>
<td>2. Joint With Rights of Survivorship</td>
</tr>
<tr>
<td>3. Certain Contracts and Beneficiary Designations</td>
</tr>
<tr>
<td>4. Owned by Living Trust</td>
</tr>
</tbody>
</table>

5. **Not Related to Taxes:** Avoiding probate does not mean that estate taxes will also be avoided. Most non-probate property is subject to estate taxes.

III. **WILLS**

1. **What is a Will?:**

   a. Simply stated, a Will is a document that tells the Probate Court judge how the property remaining after it goes through probate should be distributed.

   b. A Will has no effect on property that does not go through probate.

   c. To be valid, a Will must comply with the laws where the maker resides.
2. **What Happens If You Do Not Have A Will?:**

   a. **The Intestate Laws of Kansas:** If you live in Kansas at the time of your death, the laws of the State of Kansas will control the distribution of your probate property if you do not have a Will. The chart below contains a brief summary of these distributions.

<table>
<thead>
<tr>
<th>KANSAS (Married)</th>
<th>KANSAS (Not Married)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All to spouse - if you do not have any surviving children or descendants</td>
<td>1. All to your children equally (or descendants of deceased children)</td>
</tr>
<tr>
<td>2. 50% to spouse, if you are survived by your children or descendants; remainder</td>
<td>- Outright if 18 or older</td>
</tr>
<tr>
<td></td>
<td>- Conservator must be appointed if under age 18</td>
</tr>
<tr>
<td>3. If no surviving spouse, all to your children equally (or descendants of</td>
<td>2. If no children or descendants survive you, to your parents equally</td>
</tr>
<tr>
<td>deceased children)</td>
<td></td>
</tr>
<tr>
<td>4. Otherwise, similar to distribution if not married</td>
<td>3. If none of above, equally to your brothers and sisters (or descendants of those not living)</td>
</tr>
<tr>
<td></td>
<td>4. If none of above, equally to your grandparents (or their descendants if not living); or other relatives if</td>
</tr>
<tr>
<td></td>
<td>related to you by at least the sixth degree</td>
</tr>
<tr>
<td></td>
<td>5. If none of above, to the State of Kansas</td>
</tr>
</tbody>
</table>
b. **The Intestate Laws of Missouri:** If you live in Missouri at the time of your death, the laws of the State of Missouri will control the distribution of your probate property if you do not have a Will. These are briefly summarized below.

<table>
<thead>
<tr>
<th>MISSOURI (Married)</th>
<th>MISSOURI (Not Married)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All to spouse - if you do not have any surviving children or descendants</td>
<td>1. All to your children equally (or descendants of deceased children)</td>
</tr>
<tr>
<td>2. To Spouse: First $20,000 plus 50% of remainder, if you are survived by children (or their descendants) who were conceived or adopted by both you and your spouse; remainder to children equally (or descendants of deceased children)</td>
<td>- Outright if 18 or older</td>
</tr>
<tr>
<td></td>
<td>- Conservator must be appointed if under age 18</td>
</tr>
<tr>
<td>3. To Spouse: 50% if any surviving descendants are not also spouse's; descendants; remainder to your children (or descendants of any not living)</td>
<td>2. If no children or descendants survive you - equally to your father, mother, brothers and sisters (or the descendants of any who are not living)</td>
</tr>
<tr>
<td></td>
<td>3. If none of the above, equally to your grandparents, aunts, uncles (or the descendants of any who are not living), or other relatives if related to you by at least the ninth degree</td>
</tr>
<tr>
<td></td>
<td>4. If none of the above - equally to descendants of your predeceased spouse</td>
</tr>
<tr>
<td></td>
<td>5. If none of the above, to the State of Missouri</td>
</tr>
</tbody>
</table>

**IV. OPTIONS FOR DISTRIBUTING YOUR PROPERTY**

You have only two options for distributing your property to others:

1. **Give outright** - the beneficiary receives all property in one lump sum with no restrictions;

OR

2. **Put in trust** - give property to someone else to hold for the benefit of your beneficiary.
V. TRUSTS

1. What is a Trust?: A legal arrangement under which one person or institution (Trustee) controls property given by another (Settlor/Grantor/Trustor) for the benefit of a third (Beneficiary).

A trust separates **Legal Ownership** (which is given to the Trustee) from **Beneficial Ownership** (which is given to the Beneficiary).

2. Requirements of all Trusts:
   - **Settlor/Grantor/Trustor**: Creates the trust
   - **Trustee**: Manages trust assets
   - **Beneficiary**: Receives the income and principal from the trust
   - **Trust Terms**: Instructions for the Trustee, usually in writing
   - **Assets/Corpus/Principal**: The property being held in trust

3. There Are Only Two Types of Trusts (or Put Another Way, Only Two Ways To Create A Trust):
   - **Testamentary**:
     - This type of trust is created by your Will;
     - Therefore, this type of trust is not created until after your death; and
     - All of your assets generally must go through probate to get into this type of trust.
   - **Living (Inter Vivos)**:
     - This type of trust is a different document than your Will;
     - It is created when signed and funded, not after your death;
     - This type of trust can own property during your life; and
     - Property in a living trust does not go through probate at your death.
Two Types of Living Trusts:

1) **Revocable:**
   - You can amend (change) or revoke (terminate) this type of trust prior to your death;
   - This type of trust can be funded (hold assets) or unfunded during your life;
   - Assets held in this type of trust will avoid probate at your death and conservatorship if you become incapacitated; and
   - Assets held in this type of trust will **not** avoid income or estate taxes.

2) **Irrevocable:**
   - You cannot change or revoke this type of trust;
   - This type of trust can be funded or unfunded during your life;
   - Assets held in this type of trust will avoid probate and conservatorship; and
   - Assets held in this type of trust will often also avoid estate and income taxation to you.

VI. REVOCABLE LIVING TRUSTS

1. **Definition:** A Revocable Living Trust is a trust created by you during your lifetime. You retain the power to change (amend) or terminate (revoke) the trust at any time.

2. **Common Design:** A "Revocable Living Trust" is often designed as follows:
   a. **You establish** the Living Trust (i.e., you are the Settlor).
   b. **You serve as the sole trustee**, or co-trustee along with your spouse, another person, or a corporate trustee (a bank or trust company). As trustee you have the authority to manage the property you put in your Living Trust.
   c. **You retain the power** to appoint new trustees, add or remove property, and change or revoke your Living Trust.
   d. During **your lifetime** the assets in your Living Trust are used for your benefit (also can include your spouse, children and others), or as you direct.
e. At your death the trust becomes irrevocable (i.e., it cannot be changed or revoked) and trust assets distribute according to the terms of the Trust. Options are one or any combination of the following:

1) Continue as a single trust for all beneficiaries;

2) Divide into multiple separate trusts for each beneficiary; or

3) Distribute the trust assets outright to beneficiaries.

3. **Advantages of Revocable Living Trusts:**

a. **Avoids probate** (formalities, expense, public disclosure, and delay).

b. **Avoids the necessity of probate court controlled conservatorship if you become incapacitated,** and it is often easier for the successor trustee to manage your assets than a person named in your financial Durable Power of Attorney.

c. **Serves as a receptacle** for estate assets, retirement plans and life insurance.

d. **Brings together assets in multiple states,** and avoids multiple probates.

e. **Relieves you of investment management,** if someone else is trustee.

f. **Allows you to view the trust in operation** and to make changes if desired.

g. **May be less vulnerable to attack** on grounds of your lack of capacity, fraud or duress than a Will or testamentary trust.

4. **Disadvantages of Revocable Living Trusts:**

a. It usually **costs more to create and fund** a Living Trust than a Will.

b. Assets must be **retilted and transferred** (or made payable) to the Living Trust during your lifetime. This is not difficult, but will require some of your time to accomplish.
5. **Other Thoughts and Information Concerning Living Trusts:**

a. **You still need a Will**

1) A Will is the best place to name a guardian for children who are minors or have an intellectual disability.

2) A Will "pours over" any assets titled in your name alone and caught in probate into your Living Trust.

   a) This prevents potential conflicts between persons who would inherit probate property if there was no Will and those named as beneficiaries of your Living Trust.

   b) These "non-trust" assets go through probate to reach your Living Trust.

b. **To avoid probate and to be helpful if you become incapacitated**, your Living Trust must be funded, i.e., title to property must be:

1) Payable to your Living Trust upon your death, or

2) Transferred to your Living Trust before your death or incapacity. Technically, property is titled in the name of the Trustee.

**Example:** "John Doe, or his successors, as Trustee of the John Doe Living Trust Dated February 14, 2016."

c. Your Living Trust can own or hold any kind of property, such as real estate, bank accounts, stocks and other investments, personal property, safe deposit box, furniture, copyrights, royalties, life insurance, etc.

d. Your Living Trust can be named as beneficiary of life insurance, retirement plans (including IRA's), pay on death (POD) and transfer on death (TOD) accounts and Wills.

1) If you are married, your spouse must consent to retirement plans other than IRAs being paid to anyone other than your spouse.

2) Also, Living Trusts cannot minimize income taxes by electing to roll retirement benefits over into a beneficiary owned IRA; only your surviving spouse can make such an election. Therefore, if you are married, then usually your spouse is named the first beneficiary of retirement accounts, and your Living Trust is named as contingent beneficiary (in the event your spouse does not survive you).
3) If you are not married, usually your Living Trust should be named the primary beneficiary. There are exceptions to this, though, and you need to be sure to obtain advice from a competent estate planning attorney before changing beneficiary designations.

4) If your Living Trust is properly designed and drafted, it is possible for IRA distributions paid to your Living Trust to be held in an “inherited IRA” and paid out (“stretched”) over the life expectancy of the people who are beneficiaries of your Living Trust, rather than being required to payout over a shorter period.

e. Living Trusts are controlled by state law. The rules and laws governing them will vary from state to state.

It is extremely important that an attorney familiar with the laws of the state you live in, and authorized to practice law in that state, be consulted before a Living Trust is established.

f. Living Trusts should only be prepared by a competent, experienced estate planning attorney.

1) DO NOT attempt to create one on your own, even with the assistance of computer programs and form books.

2) DO NOT purchase a Living Trust from a financial advisor or sales person, even if they say it will be written or reviewed by an attorney. They are practicing law without a license.

Although simple in concept, Living Trusts are very technical and complex documents. It is easy to miss important provisions, and no one will know there is a problem until it is too late to correct: after your incapacity or death.

g. A Revocable Living Trust has no impact on taxes. Since you retain so much power and control over your Living Trust (the total control of the assets in the Trust, right to remove and replace a trustee, and right to amend or revoke the Trust, etc.) you are treated as the owner for tax purposes.

1) Income Taxes: All income, capital gains and losses are taxed to you during your life, whether or not you draw the money out of your Living Trust.

2) Tax Identification Number and Returns:

   a) While you are living, no separate tax identification number is required for your Living Trust (your Social Security number is used)
and no separate tax returns are filed. All income earned by your Living Trust is reported on your personal income tax returns.

b) **After your death** your Living Trust becomes irrevocable and must obtain its own tax identification number and file its own return (Form 1041).

3) **Gift Taxes:**

a) All transfers to your Living Trust during your lifetime are treated as transfers to you. If from you, it is not a taxable gift. If from anyone else, then all gift tax rules must be observed.

b) All transfers from your Living Trust during your lifetime are treated as gifts from you and all gift tax rules must be observed.

4) **Estate Taxes:** Assets owned by your Living Trust are taxed as part of your estate at your death.

h. If you are married and your taxable estate exceeds the amount that can pass estate tax free (the Estate Tax Exemption Amount), then you and your spouse should properly design your estate plan to maximize the amount that will transfer estate tax free after the death of both of you.

1) The traditional way to accomplish this is for each spouse to have their own separate Living Trust. This is the most common method chosen for residents of Kansas and Missouri. It may also simplify trust administration when the first spouse dies.

2) Since the 2010 federal estate tax law changes became “permanent” in 2013, it is becoming more common for a married couple to use one Living Trust that both spouses are Settlors of and that divides the trust assets at the death of the first spouse into two separate shares, one for each spouse. If the size of the couple’s taxable estate is less than the combined estate tax exemption for both spouses, then the entire estate is often transferred to the surviving spouse, although a federal estate tax return must be filed in order to preserve the unused estate tax exemption for the surviving spouse.

3) If separate trusts are used they should try to have assets of equal value (or have at least the Estate Tax Exemption Amount) to take full advantage of estate tax credits.

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1 This started at $5,000,000 in 2010 and is adjusted for inflation thereafter. It is $5,450,000 in 2016.
All property placed in Trust during lifetime or payable to Trust at death

Durable Power of Attorney
- Financial/Legal
- Health Care

LIVING TRUST

Will
Places property in Trust at death

At death of first spouse, Trust continues for surviving spouse.

At death of surviving spouse, or if no spouse, Trust continues for children (or other beneficiaries).

Children/Grandchildren
- Distribute outright, or hold in trust and distribute at various ages (ex. 25, 30, 35).

If no children or grandchildren, Trust distributes property to other beneficiaries either outright or in trust

Family
Friends
Charity
VII. TAXES

1. United States Estate Taxes:

   a. Your "estate" for estate tax purposes includes everything you own or control the distribution of at the time of your death, whether or not it goes through probate. In addition to the property you would normally think of (such as real estate, bank accounts, investments and your personal belongings), this also includes your retirement accounts and life insurance death benefits.

   b. The Federal Estate Tax Law as of January 2, 2013 On January 2, 2013 President Obama signed the American Taxpayer Relief Act of 2012 (“ATRA 2012”). This Act continued many of the changes made to the federal estate tax law in 2010 by the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 (“TRA 2010”). According to ATRA 2012, these estate tax changes are permanent, so at least for now we should be able to rely on them.

   c. The amount that can pass estate tax free (the “estate tax exemption”) has been adjusted for inflation since 2010 and is $5,450,000 for a person who dies in 2016. The tax on assets in excess of this amount is 40% (in comparison, in 2012 the tax rate was 35% and in 2009 it was 45%). There is an automatic step up in income tax basis for all assets owned or controlled by a person when they die to the fair market value of the assets on the date of death. This has the effect of eliminating all capital gains upon death. Also, a surviving spouse can use any estate tax exemption that was not used by the first spouse to die; effectively increasing the amount that can pass estate tax free to $10,900,000 for a married couple in 2016.

   d. The amount of your taxable estate up to the estate tax exemption will not be subject to estate tax. This can be given to any person or charity estate tax free.

   e. However, if your estate exceeds the estate tax exemption amount, the excess will be subject to estate tax unless it is given to:

      1) Your surviving spouse (the Marital Deduction), or

      2) Charity (the Charitable Deduction).

   There is no maximum dollar limit on either of these deductions.

   f. If your estate exceeds the estate tax exemption amount and the excess does not go to your surviving spouse or a charity, the excess will be subject to the federal estate tax. If death occurs in 2013 or after, this will be 40%.
g. If there is an estate tax payable at your death, it must be paid within nine (9) months after the date of death.

h. For married couples where both spouses die in 2010 or after, the surviving spouse can elect to use the unused portion of the deceased spouse’s estate tax exemption if an appropriate election was made in the estate of the first spouse to die. This is referred to as “portability” and allows a married couple to effectively transfer up to at least $10,900,000 estate tax free if both spouses die in 2016.

2. **State Death Taxes:** In addition to the United States Estate Tax, many states also impose their own tax when a resident of the state dies. There are two types of state death taxes: an inheritance tax and an estate tax. An inheritance tax is a tax paid by the estate of the person who died, but it is calculated based on how closely related the people who received (inherited) property are to the deceased person. In contrast, an estate tax is a tax paid by the estate of the person who died, but it is calculated based on the value of the property that is included in the estate of the deceased person upon his or her death, no matter who receives the property. Missouri repealed its estate tax in 2005. For many years Kansas had an inheritance tax, but it was replaced by an estate tax, and the Kansas estate tax expired on January 1, 2010. As a result, neither Kansas nor Missouri currently has an inheritance tax or estate tax.
VIII. PLANNING FOR CHILDREN WHO ARE MINORS OR HAVE A DISABILITY

1. Guardianship: If no parent is living, the local probate court will appoint a person (called a "guardian") to take custody of your children who are under the age of 18 or, even if adults, who are intellectually disabled enough that they need someone to make decisions for them.

   a. Naming a Guardian: You can nominate people of your choice to serve as guardian for your children, in the order you prefer, in your Last Will and Testament. This will not prevent the child's other natural parent from having priority for custody of your child. However, you should still nominate guardians of your choice since the other natural parent may not be living or able to accept custody. When the court appoints a guardian, it will give preference to the people you named.

   b. List any Preferences: Any special needs, concerns, or preferences should be stated in your Will. Examples include attending private school, keeping multiple children together, keeping contact with your family, etc.

2. Conservatorship: If your children who are minors or have an intellectual disability have assets, the Court will also appoint a conservator to manage their property until they reach age 18 (if a minor) or no longer have an intellectual disability. When they reach this threshold their conservatorship property is turned over to them with no restrictions. A child with an intellectual disability may need such assistance for the remainder of his or her lifetime.

   a. Naming a Conservator: When you nominate a guardian in your Will the court will typically appoint the same person as a conservator for your child if one is needed. However, the court can appoint any person or trust company as conservator if the court believes such action will be in the child's best interest.

   b. Limiting Conservator's Control: If you do not want the conservator to have any access to property that you leave to your children, you must make other arrangements. Most common is to establish a trust to hold all of the child's property and name someone else as trustee (see below). Care should be taken to distribute all assets (including your tangible personal property such as clothing, jewelry, and personal effects) to the trustee, not to the minor children.

   c. Court Imposed Requirements for a Conservator:

      1) Must post a Bond equal to amount being managed for the child, or place all of the assets in accounts that cannot be accessed without a court order;

      2) Annual Accounting must be filed with the court;
3) **Annual Audit** by the court; and

4) All assets under management must be turned over to the child when the conservatorship ends.

3. **Trust for Children:** In order to avoid a conservatorship, it is necessary to establish a trust for anything left to your child who is a minor or has an intellectual disability. In addition, a trust is needed if you have a child who has any type of disability and who may be eligible for Medicaid or SSI. Property is then left to the trustee rather than to your child.

   a. **Testamentary Trust v. Living Trust:** You can use either a trust that is established by your Will to be effective after your death (testamentary trust) or established by a separate document that is also effective during your life (living trust) and evolves into a trust for the benefit of your child. Advantages and disadvantages of these are covered in prior sections of these materials.

   b. **Who Can Be Trustee:** The trustee (who is in charge of the money in the trust) can be any adult person, an institution (bank with trust powers or separate trust company), or a combination.

   c. **Property To Give To Trustee:** All property should be made payable to the trustee (or your estate, if a testamentary trust is used). For example, insurance benefits, retirement plans, IRA's, tangible personal property, real estate, bank accounts and investments.

   d. **Terms of Trust:** Usually the trustee is directed to invest the money and use income and/or principal for the support, maintenance, health care and education of your children who are named as beneficiaries of a trust. Remaining principal is often distributed at two or three different times (example: 1/3 at age 25; ½ of what is left at age 30; and remainder at age 35). However, care should be taken to make sure trust terms fit each of your children's circumstances. For example:

   1) If any of your children **have a disability**, a normal "support" trust will prevent the child from receiving many needs-based government benefits (such as Medicaid and SSI) until the trust money is all gone. Instead, you should use a supplemental care ("special needs") trust.

   2) You may want to structure **incentives** for your children to (i) attend college or other education after high school; (ii) stay off drugs and alcohol; or (iii) obtain and keep employment, etc.

   3) You may want to specifically authorize and direct the trustee to spend money so your children can remain in **contact with your family**. Example: The trust can pay for travel for your children to visit your relatives, or vice
versa. You may authorize money to pay for legal fees to enforce visitation rights by your parents (the child's grandparents).

e. **Removal of Trustee:** A trust should allow the current beneficiary or someone else, such as a Trust Protector or Trust Advisor, to remove a trustee and appoint a person or trust company as successor. This is to provide a check on the potential abuse of trustee powers. If a child is a minor or has an intellectual disability, then his or her guardian will normally have the authority to remove the trustee and appoint a successor on behalf of the child. You may not want the potential guardian (your ex-spouse?) to have such power.

IX. **PLANNING FOR YOUR INCAPACITY**

Statistics show that at almost any given time during your life it is more likely that you will become disabled than die. Your ability to make rational decisions may be lost in an instant (through an accident, stroke, etc.) or gradually (through the effects of a disease like Alzheimer's or Parkinson's, or just the natural aging process). If you become incapacitated and you have not done any planning, the only way your family or friends will be able to legally assist you and make decisions for you is to go to court to have a guardian and conservator appointed for you. This is true even if your spouse is living. In order to avoid this, or if you prefer to not be attached to mechanical life-sustaining machines for a prolonged period of time, then the following should be considered.

1. **Durable Power of Attorney:** This written instrument is used to appoint someone (the "attorney-in-fact" or "agent"), or a series of people, to legally act on your behalf even if you are intellectually incapacitated.

   a. **When Effective:** You can choose to make your Durable Power of Attorney effective at one of the following times:

      1) When you sign it, **OR**
      2) After a physician certifies you are intellectually incapacitated.

   b. **Types of Durable Powers of Attorney:** There are two types of Durable Powers of Attorney. Although it is possible to combine them into one document, it is usually better to keep them separate.

      1) **Durable Power of Attorney for Financial and Legal Decisions:** This is often referred to as a Financial Durable Power of Attorney or a General Durable Power of Attorney.
**Examples of Authority Granted**: Signing contracts and tax returns for you; endorsing and depositing your checks; gaining access to your safe deposit box; protecting and handling all of your assets and possessions that are not in a Living Trust; selling your property; spending your money for your benefit; making gifts on your behalf; applying for Medicare, Social Security, Medicaid, and other public assistance, etc.

2) **Durable Power of Attorney for Health Care Treatment Decisions**: This authorizes someone to make all health care related decisions and signing required forms. Usually this instrument is only effective after a physician has determined you are unable to make or communicate decisions (i.e., you are incapacitated).

**Examples of Authority Granted**: Authorizing any medical, surgical, or other health care treatment to be performed on you;

- Admitting you to any hospital, nursing home, or other treatment facility;
- Authorizing surgeries and the administration of drugs and other medical treatment;
- Refusing any or all of the above on your behalf, even to the point of authorizing your agent to remove hydration and nutrition tubes;

c. **HIPAA Requirements**: As of April 14, 2003, the Privacy Regulation portion of HIPAA (the Health Insurance Portability and Accountability Act) became effective. All Durable Powers of Attorney, whether health care or general/financial, should be compliant with this law. If not, it is quite likely that the agent appointed by the Durable Power of Attorney will have difficulty accessing information relating to your health care. This includes not only information at a hospital or physician’s office, but also with the company that administers your health insurance plan.

At the least this requires signing a HIPAA authorization document. However, it is highly recommended that your Health Care Durable Power of Attorney and General (legal and financial) Durable Power of Attorney be drafted so that they comply with HIPAA.

d. **Do Not Rely on Standard Forms**: Your Durable Power of Attorney should clearly list each action your agent can take on your behalf. General grants of authority, such as "My agent can do anything I could do," are usually not accepted. As a result, these documents should be detailed and long.
e. **When Terminated:** Upon revocation by you or upon your death.

f. **How Often to Update:** These should be reviewed every two or three years and kept current so it is clear to others that they are a current expression of your wishes.

2. **Living Will Declaration and Health Care Treatment Directive:**
   These written instruments are used to express your desire that if death is imminent, or you are in a persistent vegetative state or other irreversible condition, your life is not to be artificially prolonged by medical treatments or machines. They allow the entering of a Do Not Resuscitate Order (DNR) and the stopping of life support.

   These documents are only effective if you are NOT able to make or communicate decisions concerning your health care. You are in control of these decisions as long as you are able.

   **Living Will Declarations** must comply with local state statutes and are only effective if you are in a terminal condition. They only prohibit the artificial slowing down of your dying process. They are not applicable if you are in a persistent vegetative state.

   **Health Care Treatment Directives** are based on common (constitutional and court decided) law and, unlike a Living Will, are effective if you are in a persistent vegetative state or have some other irreversible mental condition. They can specifically authorize the stopping of artificially supplied nutrition and/or hydration.

   These documents can either be a separate document or contained in your Durable Power of Attorney for Health Care Decisions. If in your Health Care Durable Power of Attorney, then the people you have appointed to make health care decisions for you are the ultimate decision makers. If this is a separate document, then it is your physician who will decide when it is to be enforced.

3. **Revocable Living Trust:** This will allow a person or trust company of your choice to quickly step in after your incapacity and manage the property in your Living Trust for your and/or your family's benefit. It is generally easier to use and more readily accepted by financial institutions than a Durable Power of Attorney. However, since the trustee of your Living Trust will only be able to manage the property you transfer into your Trust, Durable Powers of Attorney are still needed so someone can make personal decisions for you not related to the management of your property that is in your Trust.
X. INFORMATION TO BRING TO AN ATTORNEY

You will save time and attorney's fees if you are prepared when you meet with your estate planning attorney to discuss your estate plan. Before your first meeting, you should compile the following information, which is divided into four categories:

1. **Family Information:**
   a. Your complete legal name, nickname, how you normally sign your name, birth date, Social Security number, telephone numbers, home address and email address; and also for your spouse, if you are married.
   b. The complete legal name, birth date, Social Security number, address, telephone numbers and email addresses of each of your children, if you have any.
   c. The complete legal name, address, and telephone numbers of your parents, brothers and sisters (and your spouse’s, if you are married), along with other people or charities you want to leave property to, or who will fill any of the roles listed below.
   d. Any special needs: disabilities, elderly parents, support obligations, etc.

2. **Financial Information:**
   a. **Assets:** A general list of all assets owned by you (and your spouse, if you are married), along with the fair market value of each asset, how it is titled (who is the owner), and whether or not it is payable upon death to a beneficiary. This should include real estate, bank accounts, stocks, bonds, and other investments, employee benefits, IRAs, annuities, personal property, vehicles, death benefits of life insurance, and all other property.
   b. **Liabilities:** A list of all liabilities, whether the debt is secured against any property, and who owes the obligation.
   c. **Current Estate Planning Documents:** Your current Will, Living Trust, Durable Power of Attorney, Durable Power of Attorney for Health Care Decisions, and Living Will or Health Care Treatment Directive, if you have them.
   d. **Deeds and Titles:** The Warranty Deed for any real estate you own, and the titles to all of your vehicles, such as automobiles, boats, motors, trailers, etc.
3. **Distribution Information:** Please think about how you would like your property distributed in each of the following scenarios:

a. **Scenarios If You Have Children:**

1) You are not alive, and you are survived by your spouse (if you are married) and your children and/or grandchildren.

2) If you are married, your spouse dies first and is survived by you, your children and/or grandchildren.

3) You are not alive and are not survived by a spouse, but are survived by your children and/or grandchildren.

4) Neither you, your spouse, nor any of your children or grandchildren are alive.

5) **Trusts for Children:** If you are not comfortable with distributing your property in one lump sum to all of your children, or if any of them are under 18 years of age or have a disability, then you need to consider placing some or all of this property into a trust for the benefit of those children. If you wish to establish such a trust, then please think about the uses and ultimate distribution of the property in the trust. Often a trust for a child who does not have a disability will provide for the support, maintenance, health care and education of the child, and the remaining principal is ultimately distributed equally to the child at various ages. For example, 25% at ages 25, 30, 35 and 40. Any property left for a child who has a disability should only be left in a carefully drafted supplemental care (special needs) trust so the trust will not disqualify your child from any needs-based government benefit programs such as Medicaid and SSI.

b. **Scenarios If You Do Not Have Children:**

1) You are not alive and you are survived by your spouse (if you are married).

2) If you are married, your spouse dies first.

3) You are not alive and are not survived by a spouse. Normally you would list family members, friends and/or charities.
4. **Key People:** Please think of people or a trust company that you wish to fill the following roles. If you name individuals, you should also consider naming additional people or a trust company to succeed them in case they are unable or unwilling to serve.

   a. **Trustee:** This person or trust company manages any property placed in trust for your benefit if you are ever incapacitated, and for the benefit of your other beneficiaries after your death.

   b. **Durable Power of Attorney For Health Care Agent:** This person (it should not be a trust company) will make health care decisions for you if you are ever incapacitated and not capable of making them for yourself.

   c. **Durable Power of Attorney For Legal and Financial Matters Agent:** This person will make legal and financial decisions for you if you are ever incapacitated and not capable of making them for yourself.

   d. **Personal Representative/Executor:** If any assets need to be probated at your death, this person or trust company will handle this responsibility. This is usually the same person or entity as the trustee.

   e. **Guardian:** If you have children, this person (it should not be a trust company) is charged with the responsibility of raising your children until they are 18 years of age. If all of your children are over 18 years of age, this person is normally not needed unless you have a child who has an intellectual disability and needs assistance.

   f. **Note:** It is recommended that the guardian for your children who are minors not be the same person as the trustee of any trust established for the benefit of these children. If the same person fills both of these roles, they will most likely have a conflict of interest that may make it difficult for them to properly perform these jobs.

**AND IN CONCLUSION:** **CONGRATULATIONS!**

Estate planning is a very important subject, but one many people want to avoid. You are to be congratulated for making it this far. Now all you have to do is follow through and contact an estate planning attorney to help you complete your estate plan.