

Morgan Stanley

PRIVATE WEALTH MANAGEMENT

The Private Wealth Organizer

## Create a Well-Ordered Life

Congratulations! In just a few short weeks, you will have accomplished what most people never focus on in their entire lives. This brief exercise will enable you to strategically assemble the critical details of your financial life so that you will then be ready to begin the process of:

- Providing for your loved ones
- Clarifying your personal and financial goals
- Updating your estate plan
- Articulating clear letters of instruction to key individuals in your life, and organizing your most important documents into one accessible location

At the conclusion of this process, your Private Wealth Advisor will work with you to develop a customized strategy that is aligned to both your financial and personal goals.

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## PERSONAL INFORMATION

### PRIMARY PERSON

DATE

NAME

DATE OF BIRTH

CITIZENSHIP

OCCUPATION

EDUCATION

PRIMARY RESIDENCE

HOME PHONE

HOME FAX

WORK PHONE

WORK FAX

EMAIL

### SPOUSE/LOVED ONE

NAME

OCCUPATION

DATE OF BIRTH

CITIZENSHIP

EDUCATION

WORK PHONE

WORK FAX

EMAIL

## PERSONAL INFORMATION (CONTINUED)

### CHILDREN/DEPENDENTS

NAME	DATE OF BIRTH	SCHOOL
NAME	DATE OF BIRTH	SCHOOL
NAME	DATE OF BIRTH	SCHOOL
NAME	DATE OF BIRTH	SCHOOL
NAME	DATE OF BIRTH	SCHOOL
NAME	DATE OF BIRTH	SCHOOL

### GRANDCHILDREN

NAME	DATE OF BIRTH
NAME	DATE OF BIRTH
NAME	DATE OF BIRTH
NAME	DATE OF BIRTH
NAME	DATE OF BIRTH
NAME	DATE OF BIRTH
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NAME	DATE OF BIRTH
NAME	DATE OF BIRTH

## IMPORTANT LIFE INFORMATION AND DOCUMENT ORGANIZER

PERSONAL	WHERE IS ORIGINAL STORED? WHERE IS THE COPY?
Emergency contact information	
Name, addresses, phone numbers	
Education (certificates, degrees)	
Employment and retirement records	
Military records	
Family genealogy (family tree)	
Home records (locks, keys, mortgage, deed, inventory, photos of major household items)	
Legal documents (lawyer's contact info)	
Medical records (blood type, prescriptions, allergies, doctor, hospital, medical directive)	
Safe deposit box (contents, key holder)	

VITAL RECORDS	WHERE IS ORIGINAL STORED? WHERE IS THE COPY?
Voter registration, copies of marriage license, birth or death certificate of spouse or children, divorce papers, Social Security card, organ donor card, pre-arranged funeral information, military discharge record, passport number	
Bank account numbers (checking/savings)	
Copy of signature card, PIN number	
Credit cards and phone numbers of companies	
Household bills/loans	
Estate planning, power of attorney	
List of assets (valuables), lawyer	
Financial planning, List of assets, financial planner	
Income records (1099, W-2, interest income)	
Investments annuities, mutual funds, CDs, stocks	
Financial Advisor	
Loans and agreements	
Mortgage company	
Retirement plan (401(k), IRA, etc.)	
Savings (bonds, employer plan)	
Social Security earnings	
Utilities: phone, TV, internet, Cell company phone numbers	
Utilities: water, gas, electric, emergency number	

## IMPORTANT LIFE INFORMATION AND DOCUMENT ORGANIZER (CONTINUED)

MOTOR VEHICLE RECORDS	WHERE IS ORIGINAL STORED? WHERE IS THE COPY?
Copy of title, registration, purchase or sales record, Auto club, motorcycle, boat	_____
TAXES AND INSURANCE	WHERE IS ORIGINAL STORED? WHERE IS THE COPY?
Income tax records	_____
Disability insurance, agent's contact info	_____
Medical/dental insurance, agent's info	_____
Medicare	_____
Homeowner's insurance, policy number	_____
Life insurance, agent's info	_____
Mortgage insurance	_____
Property taxes and assessment	_____
Vehicle insurance, policy number, agent's info	_____
LIFESTYLE	WHERE IS ORIGINAL STORED? WHERE IS THE COPY?
Computer accounts, records, passwords	_____
Pet's description, name, photo, shot records, veterinarian info	_____
Religious records (place of worship, clergy)	_____
Social and exercise clubs	_____
Membership associations/organizations	_____
NAME _____	LAST UPDATED _____

PERSONAL GOALS AND ASPIRATIONS

Financial assets are merely a tool to help you realize your personal goals. Please list your top three personal aspirations and family priorities as the first step in your planning process for the next year.

**01** What are your three most important goals for the next year?

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**02** For the next three years?

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**03** For the next 10 years?

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**04** If you had complete financial security, how would you spend your time?

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“What you leave behind is not what is engraved in stone monuments but what is woven into the lives of others.”  
— Pericles

**05** When do you hope to begin doing all of these things?

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**06** What are the most important beliefs, values or philosophies you want to pass along to your family, children, grandchildren and their children?

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**07** Will your current plan help you accomplish this?

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**08** If not, what could you do to assure that your legacy becomes a reality?

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**09** Other considerations

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## FINANCIAL GOALS AND OBJECTIVES

**01** Please prioritize your financial goals (*1 being the highest priority*)

- Strengthen or refocus your philanthropic pursuits
- Fund family charitable organization (e.g., Family Foundation)
- Fund a new business
- Provide capital for private equity investments
- Revisit tax-code efficiencies
- Encourage greater involvement by your children in the family enterprise
- Other

**02** Estimated funds required to satisfy financial goals: \$ \_\_\_\_\_

**03** Are you moving closer to achieving these financial goals? If so, how? If not, why not?

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**04** What could you do differently to achieve these goals?

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## FINANCIAL GOALS AND OBJECTIVES (CONTINUED)

**05** Do you have a family business? If yes, have you defined a formal succession plan?

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**06** Are there any sibling/family concerns that need to be addressed? If yes, how do you plan to reconcile these concerns?

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**07** How can you become better organized? Prioritize those that apply (*1 being a top priority, 3 being a low priority*)

- Review and update my financial plan
- Create or update my personal financial statement
- Create or update my investment policy statement
- Review and update my estate plan
- Prepare my spouse and family to manage our affairs
- Update wills
- Update trusts
- Create my team of advisors
- File everything in one place
- Know that I have done all I can/should

**08** How do you plan to accomplish the above?

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## LETTER OF INSTRUCTION GUIDELINES

One of the most precious gifts we can leave behind is a well-conceived plan to assist our loved ones during their time of grief. Taking the time now to draft clear instructions can save them countless hours later on when making essential and important decisions, and crafting plans that may be even more difficult to address under the circumstances. The following are some considerations:

How would you like the following items to be handled?

**01** People to notify

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**02** Immediate cash needs

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**03** Location of important documents

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**04** Funeral arrangements

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**05** Insurance proceeds

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## LETTER OF INSTRUCTION GUIDELINES (CONTINUED)

### 06 Heirlooms

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### 07 Business

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### 08 Potential advisors and counsel

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### 09 Other

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Important Note: All Letters of Instruction should be reviewed by your estate attorney and should not conflict with the terms of your will or other legal documents.

Next, describe each of your major financial assets, their purpose, how to manage them, and when and under what circumstances they should be dispersed or restructured.

**10** Business agreements

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**11** Privately held stock

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**12** Real estate

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**13** Insurance trusts

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**14** Charitable trusts

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**15** Family limited partnerships

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**16** Other

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## FINANCIAL KNOWLEDGE ASSESSMENT

It is important to identify what you know and what you would like to learn. We will help you become more familiar with the terms and concepts that will help you to better understand ways to manage your financial affairs. First, determine where you stand on the learning curve.

Please complete the following assessment. On a scale of 0 to 10, rate your level of expertise.  
0— Completely unfamiliar; 5— Some or minimal knowledge; 8— Extensive knowledge; 10— My expertise

### FINANCIAL PLANNING

- Establishing financial goals
- Investing in stocks
- Investing in bonds
- Dollar-cost averaging
- Diversification
- Multigenerational planning

### TAX PLANNING

- Gifting strategies
- Investing in bonds
- Avoiding triple taxation on retirement plans

### TRUSTS

- Family partnerships
- Family foundations
- Community foundations
- Living trusts
- Revocable and irrevocable trusts
- Grantor trusts (GRIT, GRAT, GRUT)
- Testamentary trusts

### INVESTMENTS

- Expected returns in the capital markets
- Expected volatility in the capital markets
- Commodities
- Hedge funds
- Alternative asset classes

### INSURANCE

- Universal life insurance
- Annuities
- Long-term health care insurance
- Umbrella liability policies
- Disability insurance

## EVALUATING YOUR ADVISORY TEAM

When evaluating your advisory team's capabilities, it is essential to understand their experience in areas that affect you. Although your comfort level and trust are the most important criteria, their respective capabilities and credentials are a prerequisite. Each member of your advisory team should supply personal references upon your request.

### TAX PLANNING

**01** Do my advisors have? Please check (x)

- CPA
- Master's in tax
- J.D. with tax specialty
- Active participation in professional association
- Recognized industry credentials
- Published articles

### FINANCIAL ADVISOR

**03** Do my advisors have?

- Industry certifications
- Documented track record
- Special knowledge in relevant disciplines
- Published articles

### INSURANCE PROFESSIONAL

**04** Do my advisors have?

- License to practice in multiple states
- Chartered life underwriter designation
- Chartered property and casualty underwriter designation

### SPECIALTY AREAS

**02** Do my advisors have experience in?

- Individuals
- Family office
- Private businesses
- Deferred compensation
- Estates
- ERISA/Retirement plans
- Trust attorney
- Offshore entities
- Multigenerational planning
- Estate planning
- Credit protection

## CONTACTS

Please request your Private Wealth Advisor to provide you with the Trusted Contact Authorization Form and designate an individual as your trusted contact person.



## INVESTMENT POLICY WORKSHEET

A key to developing any successful investment policy is understanding the purpose and objectives of the assets being considered. Another important element is to understand the appropriate time horizon when seeking to achieve your goals. Use a separate sheet for each distinct goal assessment.

- |   |   |
|---|---|
| <input type="checkbox"/> Funds/Investments                      | <input type="checkbox"/> Oversight responsibility |
| <input type="checkbox"/> Purpose                                | <input type="checkbox"/> Responsibility of others |
| <input type="checkbox"/> Amount                                 | <input type="checkbox"/> Frequency of evaluation  |
| <input type="checkbox"/> Original source of funds               |   |
| <input type="checkbox"/> Tax considerations                     | <input type="checkbox"/> Time horizon             |
| <input type="checkbox"/> Personal definition of risk            | <input type="checkbox"/> 3 YEARS                  |
| <input type="checkbox"/> Maximum annual tolerable loss          | <input type="checkbox"/> 5 YEARS                  |
| <input type="checkbox"/> Income required from funds/investments | <input type="checkbox"/> 10 YEARS                 |
| <input type="checkbox"/> Return requirement                     | <input type="checkbox"/> 20 YEARS                 |
| <input type="checkbox"/> Target return                          | <input type="checkbox"/> 50+ YEARS                |

## DOCUMENT LOCATOR

NAME

DATE

### PERSONAL

ORIGINAL WILL (SELF)

ORIGINAL WILL (SPOUSE)

SPECIAL ESTATE INSTRUCTIONS—WRITTEN

SPECIAL ESTATE INSTRUCTIONS—VIDEO

COMBINATION TO PERSONAL SAFE

BANK SAFE DEPOSIT BOX

TRUST DOCUMENTS

POWER OF ATTORNEY

HEALTH CARE POWER OF ATTORNEY

LIVING WILL

BIRTH CERTIFICATE

MILITARY RECORDS

## DOCUMENT LOCATOR (CONTINUED)

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NAME

DATE

### PERSONAL

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MARRIAGE CERTIFICATE

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DIVORCE PAPERS

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OTHER, E.G., ADOPTION PAPERS

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BUSINESS/PROFESSIONAL

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PARTNERSHIP/LLC DOCUMENTS

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CORPORATE DOCUMENTS

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INVENTORY OF BUSINESS ASSETS

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BUY/SELL DOCUMENTS

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PENSION PLANS

---

OTHER EMPLOYEE RETIREMENT BENEFITS (E.G., NONQUALIFIED DEFERRED COMPENSATION)

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NAME

DATE

## TAX RETURNS AND RECORDS

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FAMILY PARTNERSHIPS

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FAMILY FOUNDATIONS

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COMMUNITY FOUNDATIONS

## INSURANCE POLICIES

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FAMILY PARTNERSHIPS

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FAMILY FOUNDATIONS

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COMMUNITY FOUNDATIONS

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TRUSTS

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LIVING TRUSTS

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REVOCABLE AND IRREVOCABLE TRUSTS

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GRANTOR TRUSTS (GRIT, GRAT, GRUT)

## DOCUMENT LOCATOR (CONTINUED)

NAME

DATE

Please indicate the location of the following items.

### FINANCIAL ASSETS

FAMILY PARTNERSHIPS

FAMILY FOUNDATIONS

COMMUNITY FOUNDATIONS

LIVING TRUSTS

REVOCABLE AND IRREVOCABLE TRUSTS

GRANTOR TRUSTS (GRIT, GRAT, GRUT)

TESTAMENTARY TRUSTS

### OTHER INSTRUMENTS/PAPERS

FAMILY PARTNERSHIPS

FAMILY FOUNDATIONS

COMMUNITY FOUNDATIONS

LIVING TRUSTS

REVOCABLE AND IRREVOCABLE TRUSTS

## IMPLEMENTATION SCHEDULE

You have just successfully completed Step 1 of creating your Private Wealth Organizer. Please see below for an explanation of the subsequent steps, as well as a time estimation for completion.

STEP	ACTION	TIME FRAME
01	Compile personal and financial goals	2 hours
02	Formulate and write your investment goals and objectives, and prepare a recommendation in line with your objectives	2-3 weeks
03	Review goals and objectives	1 hour
04	Create an investment plan designed to help you achieve your goals	2-3 weeks
05	Schedule a meeting with advisors to review the updated plan	2-4 hours
06	Conduct Quarterly Review	1-2 weeks
	<b>TARGET COMPLETION DATE</b>	

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