

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
NAME	DATE OF BIRTH
NAME	DATE OF BIRTH
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?

“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?

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

07 Will your current plan help you accomplish this?

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

09 Other considerations

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?

04 What could you do differently to achieve these goals?

FINANCIAL GOALS AND OBJECTIVES (CONTINUED)

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

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

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?

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

02 Immediate cash needs

03 Location of important documents

04 Funeral arrangements

05 Insurance proceeds

LETTER OF INSTRUCTION GUIDELINES (CONTINUED)

06 Heirlooms

07 Business

08 Potential advisors and counsel

09 Other

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

11 Privately held stock

12 Real estate

13 Insurance trusts

14 Charitable trusts

15 Family limited partnerships

16 Other

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.

- ☐ Funds/Investments
- ☐ Purpose
- ☐ Amount
- ☐ Original source of funds
- ☐ Tax considerations
- ☐ Personal definition of risk
- ☐ Maximum annual tolerable loss
- ☐ Income required from funds/investments
- ☐ Return requirement
- ☐ Target return
- ☐ Oversight responsibility
- ☐ Responsibility of others
- ☐ Frequency of evaluation
- ☐ Time horizon

☐ 3 YEARS

☐ 5 YEARS

☐ 10 YEARS

☐ 20 YEARS

☐ 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)

NAME	DATE
PERSONAL	
MARRIAGE CERTIFICATE	
DIVORCE PAPERS	
OTHER, E.G., ADOPTION PAPERS	
BUSINESS/PROFESSIONAL	
PARTNERSHIP/LLC DOCUMENTS	
CORPORATE DOCUMENTS	
INVENTORY OF BUSINESS ASSETS	
BUY/SELL DOCUMENTS	
PENSION PLANS	
OTHER EMPLOYEE RETIREMENT BENEFITS (E.G., NONQUALIFIED DEFERRED COMPENSATION)	

NAME	DATE
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TAX RETURNS AND RECORDS

FAMILY PARTNERSHIPS

FAMILY FOUNDATIONS

COMMUNITY FOUNDATIONS

INSURANCE POLICIES

FAMILY PARTNERSHIPS

FAMILY FOUNDATIONS

COMMUNITY FOUNDATIONS

TRUSTS

LIVING TRUSTS

REVOCABLE AND IRREVOCABLE TRUSTS

GRANTOR TRUSTS (GRIT, GRAT, GRUT)

DOCUMENT LOCATOR (CONTINUED)

NAME	DATE
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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
TARGET COMPLETION DATE		

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