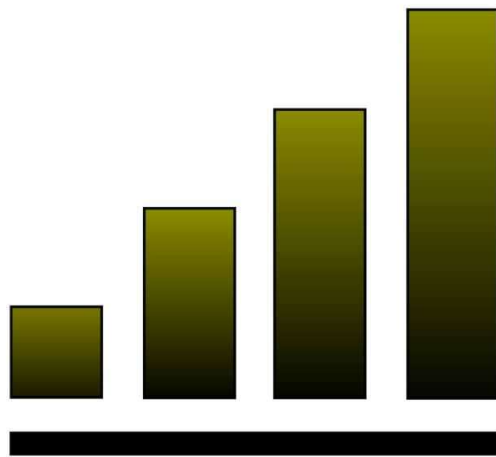


ESTATE PLANNING GUIDE & WILL WORKSHEET



STAGES
FINANCIAL

THIS DOCUMENT IS INTENDED TO BE A GUIDE ONLY – PLEASE CONSULT WITH YOUR LEGAL AND ESTATE ADVISORS FOR REPRESENTATION AND GUIDANCE.

A Will is a legally binding document that expresses your last wishes. It comes into effect only on your death and allows you to deal with such things as the disposition of your assets and the care of your children after your death. Everyone should have a Will in place and, while a handwritten Will may be accepted in some provinces, we believe it is best to have a formal Will prepared to ensure any special circumstances are addressed. There are a number of obscure legal issues which, if not taken into consideration, could have costly and potentially disastrous results for your estate and those you want to benefit. Having access to legal counsel when preparing your Will ensures that all issues relevant to your personal situation are considered and dealt with appropriately.

The following basic terms are generally included when preparing a Will:

Personal Representative: A Personal Representative, and an alternate, should be chosen who will carry out your wishes. Where necessary, a Personal Representatives powers can be expanded from the guidelines imposed under law.

Specific Gifts: You can give certain items or specific amounts of money to certain individuals. You can also re-designate or designate insurance policies, registered retirement savings plans and registered income funds, depending on the legislation governing those plans.

Dividing the Remainder: The funds and assets remaining after payment of debts and specific gifts can be divided in accordance with your direction.

Guardians: If you have minor children, you will want to appoint a guardian of these children. You can also set up trusts to provide for their needs until adulthood, including support and education. **Trusts:** A trust will give a beneficiary the benefit of certain assets, without the ownership.

Trusts are set up for tax purposes, preservation of assets and for beneficiaries who are children or need financial guidance due to disability.

Special Instructions: You may include burial instructions in your Will or instructions relating to the disposition of certain items such as your business or other personal property, including keepsakes, jewelry or artwork.

Tax Directions: Your Personal Representatives may be provided with certain directions to allow them to take advantage of certain tax savings and benefits. It is important to address certain circumstances in your Will such as a common law relationship, second marriage or dependent child.

As well, your Will should be reviewed regularly. We suggest you do so at least every two years. In the following circumstances, you may wish to revise an old Will or write a new one:

- Change in marital status (remarriage revokes a Will, divorce does not)
- Birth or death in your family
- Either you or your Personal Representative moving out of the Province of Alberta (it is best to have a Personal Representative residing in the same province as you)
- Change in your wishes as to who is named in your Will to receive a gift or what they are to receive
- Changes to any tax or estate laws. It is important to note that making any physical changes to your Will, such as crossing out or adding words, may invalidate provisions of your Will.

Having a new Will prepared, or a separate Codicil for minor changes, is essential.

ENDURING POWER OF ATTORNEY

While a Will is the cornerstone of a good estate plan, it is also wise to have an Enduring Power of Attorney (EPA) in place. An EPA enables you to appoint someone you trust to look after your finances should you be unable to. This document should be drafted before you become disabled and it will come into effect when you no longer have the ability to make decisions on your own as a result of injury or illness. Your incapacity will generally have to be confirmed in writing by two medical practitioners. If you do not have an EPA, it will be necessary for someone to apply to the Courts for an Order of Trusteeship should you become incapacitated. This is a procedure that can be very costly, time consuming and potentially traumatic to your family.

PERSONAL DIRECTIVE

In addition to having a Will and Enduring Power of Attorney, many people choose to have a Personal Directive in place. These are sometimes referred to as "Living Wills". A Personal Directive allows you to appoint someone to make decisions about such things as your personal care, medical care, your residence and your social needs if you become unable to make these decisions yourself. As with the EPA, without a Personal Directive an application to the Courts would have to be made to appoint someone to act as your guardian. Again, this is costly and can be troublesome for your family.

Date: _____

PART I - FAMILY INFORMATION Personal Information

Last Name:

Given Names:

Maiden Name: List any other names you are known by:

Date of Birth: Place of Birth:

Address: City, Province, Postal Code:

Home Phone No.: Business Phone No.:

E-mail address:

Occupation: Employer:

Employer's Address: City, Province, Postal Code:

Marital Status: Date and Place of Marriage:

Information on Previous Marriages:

Spousal Information Last Name:

Given Names:

Maiden Name: List any other names you are known by:

Date of Birth: Place of Birth:

Address: City, Province, Postal Code:

Home Phone No.:

Business Phone No.:

Occupation: Employer:

Employer's Address: City, Province, Postal Code:

Marital Status: Date and Place of Marriage:

Information on Previous Marriages: Children Information Name: Date of Birth:

Address: City, Province, Postal Code:

Marital Status: Name of Their Children: _____

(Please indicate if from a previous marriage): _____

Name: Date of Birth:

Address: City, Province, Postal Code:

Marital Status: Name of Their Children: _____

(Please indicate if from a previous marriage): _____

Name: Date of Birth:

Address: City, Province, Postal Code:

Marital Status: Name of Their Children:

(Please indicate if from a previous marriage): _____

Name: Date of Birth:

Address: City, Province, Postal Code:

Marital Status: Name of Their Children:

(Please indicate if from a previous marriage): _____

Are any of your children mentally or physically incapacitated? _____

Have any of your children predeceased you? _____

PART II - INSTRUCTIONS FOR WILL Do you currently have a Will? YES NO

Location of Will?

Reason for new Will:

Executors: If your spouse is the sole beneficiary of your estate, you may wish to name him/her as the primary executor. You should also name at least one alternate executors. It is advisable to choose an executor who resides in Canada and, if there are beneficiaries under the age of 18, this executor should also reside in the Province of Alberta.

Primary Executor Name: _____

Relationship: _____

Age: _____

Address: _____

Occupation: _____

Alternate Executor Name:

Relationship:

Age:

Address:

Occupation:

Alternate Executor Name:

Relationship:

Age:

Address:

Occupation:

Have you ensured the above executors are willing to act? _____

Guardians for Minor Children Primary Guardian(s)

Name:

Relationship:

Age:

Address:

Occupation:

Alternate Guardian(s)

Name:

Relationship:

Age:

Address:

Occupation:

Beneficiaries

1. All to spouse: _____

2. Other: _____

3. If spouse predeceases:
 - (a) equally to all children: _____
 - (b) to children in differing shares: _____

 - (c) other: _____
4. Children and other minor beneficiaries to receive their share of estate:
 - (a) all at 18 years: _____
 - (b) _____ % at _____ years:
 - (c) _____ % at _____ years:
 - (d) _____ % at _____ years:
 - (e) _____ % at _____ years:

Please note, the age of majority in Alberta is 18 years. Unless otherwise instructed, the Will will instruct your Executor to hold each child's share in trust until the specified age with power to encroach on income and capital for education, maintenance and support.

4. If a child predeceases you:
 - (a) that share, or the amount remaining, shall go to their children (your grandchildren)

 - (b) that share, or the amount remaining, shall be divided amongst your remaining children

 - (c) other _____

5. If both you and your spouse die leaving no children or grandchildren:
 - (a) residue shall be divided into two equal shares and one share shall be paid to your parents or the survivor of them;
 - (b) if your parents predecease, then to your brothers and sisters equally;
 - (c) one share shall be paid to your spouse's parents, or the survivor of them and if they predecease then to your spouse's brothers and sisters equally; - or -

(d) other: _____

6. Specified Gifts (list items or amounts)

Please list details of other beneficiaries if not listed above:

Name:

Relationship:

Age:

Address:

Name:

Relationship:

Age:

Address:

Name:

Relationship:

Age:

Address:

7. Disaster Clause

In the event that all the above beneficiaries have predeceased you, please list above any other person/charity or other organization you would wish to receive a share in your Estate.

PART III - FINANCIAL INFORMATION

Real Estate (Principal Residence) _____

Municipal Address: _____

City, Province, Postal Code: _____

Legal Description: _____

Names on Title: _____

Joint Tenancy / Tenancy in Common: _____

Mortgage(s) on Title: _____

Are mortgage(s) life insured? _____

Current Market Value: _____

Amount Owing Under Mortgage(s): _____

Other Real Estate Municipal Address: _____

City, Province, Postal Code: _____

Legal Description: _____

Names on Title: _____

Joint Tenancy / Tenancy in Common: _____

Mortgage(s) on Title: _____

Are mortgage(s) life insured? _____

Current Market Value: _____

Amount Owing Under Mortgage(s) _____

BANK ACCOUNTS

Name and Address of Bank: _____

Bank Account Number(s): _____

Current Balance(s): _____

Name and Address of Bank: _____

Bank Account Number(s): _____

Current Balance(s): _____

Name and Address of Bank: _____

Bank Account Number(s): _____

Current Balance(s): _____

Safety Deposit Box Location: _____

Box Number: _____

Registered Name(s): _____

Location of Keys: _____

Guaranteed Investment Certificates / Term Deposits / RRSP's:

Name and Address of Bank: _____

Investment Number(s): _____

Principal Amount: _____

Maturity Date: _____

Name and Address of Bank: _____

Investment Number(s): _____

Principal Amount: _____

Maturity Date: _____

Name and Address of Bank: _____

Investment Number(s): _____

Principal Amount: _____

Maturity Date: _____

Life Insurance Policies

Company: _____

Policy No.: _____

Value: _____

Beneficiary: _____

Company: _____

Policy No.: _____

Value: _____

Beneficiary: _____

Business Interests

List name of company, shareholders, number and type of shares owned by you and each shareholder, nature of business, assets owned by company, acquisition cost and current value:

Are there any restrictions on transfer?

Is there a buy/sell or unanimous shareholders agreement in place?

Is it life insurance funded or otherwise funded?

Partnership / unincorporated business (describe):

Shares in public corporations, mutual funds, bonds and debentures: Value:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Personal Property Description Location of Property Acquisition Cost Current Value

| Personal Property Description | Location of Property | Acquisition Cost | Current Value |
|-------------------------------|----------------------|------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Any other assets not listed above:

Does anyone owe you money (i.e. personal loans, promissory notes, mortgages, agreements for sale)?
Please describe:

Liabilities:

Creditor:

Amount Due: _____

Any other obligations not listed above:

ENDURING POWER OF ATTORNEY

Who would you appoint to act as your attorney if you become unable for medical reasons to make reasonable financial decisions for yourself?

Is there an alternate person in case the first person(s) you select cannot act?

PERSONAL DIRECTIVE

Who would you appoint as your agent to make decisions concerning your medical, personal and social issues if you become unable for medical reasons to make reasonable decisions for yourself?

Is there an alternate person in case the first person(s) you select cannot act?

Additional Comments:

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