An Introductory Glimpse

- To the LIVING LEDGER
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Preamble

• The Committee on Financial Matters in Retirement & Committee on Retirement Challenges have offered timely topics related to our physical and financial health.

• The idea developed for distilling some of the lectures and discussion into a manual dedicated to compiling essential information for UW members
Purpose

• The LIVING LEDGER provides a set of forms on which UW faculty & staff, their spouses, partners and families can record:
  • Personal & Legal information,
  • Financial Information,
  • Health Care Information, and
  • Funeral & Memorial Services
Cautionary Statement

• This set of materials is not LEGAL advice.
• It assists you, your appointed agents and your survivors decide what and when professional advice is needed.
• It is designed to help in understanding that advice and points out some available options, resources, and steps that may or must be taken.
I. Contact Information

A. Personal Information
B. Spouse/Partner Information
C. Powers of Attorney
D. Appointed, Legal & Medical contacts
E. Bank, Credit Union and Financial Contacts
F. Organizations to Contact Promptly upon Incapacity, Disability or Death
Contact Information – Personal Examples

• Name of Member, Date of Birth, Social Security #, and Address.
• Date of Marriage.
• Children’s Names, Birth Dates, Address & Telephone #s.
• Emergency Contact Persons, Relationships & Telephone #s.
II. Location of Documents

A. Personal
B. Legal
C. Bank, Credit Union, and Financial Org.
D. Investment, Insurance & Safe Deposit
E. Investment
F. Real Estate and Automobile
G. UW Retirement Benefits & Other documents
Location of Documents

Examples

• Where are your personal & legal documents kept?
• Birth/Adoption, Marriage, Divorce, & Citizenship papers.
• Will/Revocable Trust & Martial Property Agreement.
III. Financial Asset Documentation

A. Bank & Credit Union Accounts
B. UW Retirement Plans
C. Other Retirement Plans
D. Managed Investment Accounts
E. Equity Investments
F. Bond Investments
G. Mutual Fund Investments
III. Financial Asset Documentation (Contd.)

H. Real Estate
I. Notes and Loans
J. Life Insurance
K. Long-Term Care Insurance
L. Annuities
M. Businesses
N. Partnerships
III. Financial Asset Documentation (Contd.)

O. Tangible Assets
P. Credit and Debit Cards
Q. Other Property
R. Revocable Trusts
S. Irrevocable Trusts
IV. Health Care Documents

- Advance Directives & Medical Authorizations
- Health Care Information
- Medical Record Information
- Information Regarding Advance Directives
Financial Assets & Health Care Documents: Examples

• Checking & Savings Account #s.
• Managed Investment A/C Info., Brokerage Firm(s). Stocks, Bonds & Mutual Funds.
• Power of Attorney for Health Care, Declaration to Physicians (Living Will) & Auth. for Release of Med. Info. (HIPAA).
• Medications & Allergies.
V. Organ, Tissue & Body Donations

A. Organ & Tissue Donations Information
B. Body Donations Contact
VI. Funeral & Memorial Instructions/Guidelines

A. Funeral or Memorial Services
B. Final Arrangements
Body Donations & Memorial Services: Examples

- Organ Donation noted on Driver’s License.
- Body Donation: List Institutions & Tel#s.
- Funeral Contacts: Church, Synagogue, Mosque, etc.
- Type of Memorial and Visitation Services Information.
Appendix A
Other Contact Information

A. Insurance Companies
B. Tax Sheltered Annuities Companies
C. Government Information Sources
D. Veterans Retirement and Benefits
E. Other Organizations
Appendix B
Selected Reference Materials

A. Personal & Financial
B. Health
C. Advance Directives
D. Security & Identity Theft
E. Other References
F. A Sample Obituary
Appendix C
Frequently Asked Questions

• What is the Living Ledger?
• Why do I need it?
• Who should fill it out besides me?
• What are advance directives?
• What is a power of attorney for health care?
Appendix C
FAQ (Contd.)

• What is a Living Will (also known in WI. as a Declaration to Physicians)?
• What is the difference between power of attorney for health care & living will?
• What should I do with the Living Ledger CD?
Frequently Asked Questions

Examples

• What is the Living Ledger?

• To assist UW Faculty, Staff & Their Family Members to compile & maintain an ongoing record of vital personal, financial & health information.
Frequently Asked Questions

Examples

• Why do I need it?

• The Living Ledger serves as a central source of information for managing critical personal, health and financial matters.
Appendix D
Credits

• Susan Adams, U.W. Benefits Specialist.
• Joan A. Burke, President, First Business Trust & Investments.
• Karen P. Goebel, Prof. & Ext. Specialist, Cons. Sc., Human Ecology, UW-Madison.
• Mary Hanneman, Dir. Of Marketing, UW Credit Union.
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• Cymbre G. Van Fossen, Attorney, Asst. VP. FirstBusiness Trust & Investments, Madison, WI.
Attachments

• A Gift to Your Family, Consumer Guide, State Bar of Wisconsin
• The LIVING LEDGER CD
• Identity Theft, Outsmarting The Crooks, U.S. Dept. of The Treasury DVD