

THE MACLEAN LAW FIRM, LLC

~ Estates ~ Trusts ~ Wills ~ Probate ~ Administration ~ Business Succession ~
~ Litigation ~ Private Services ~



~ Protect Your Assets During Your Lifetime and Afterward
~ Ensure the Fulfillment of Your Wishes for Your Family and Business
~ Provide for the Efficient Administration of Your Estate
~ Enforce Your Rights as Beneficiary
~ Fulfill Your Fiduciary Duties as Executor and Trustee

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NEWSLETTER ~ MAY 2007

In This Issue

“Where the Heck Did I Put My Will?” - Important Documents that We All Should Have Safely and Handily Available

This month the birth of a new member of the Clan MacLean has among other things delayed this Newsletter (such are life’s priorities) and served as a reminder of how important so many documents can be in our lives. We list below documents we consider essential for our clients (and their spouses, domestic partners, families and businesses) to have available in at least one safe place (often, in our vault). The relevance of these documents to you will, of course, depend on your personal and business lives. Please consider having those documents that pertain to you safely and handily available to you, your professional advisors and counselors, and the people or institutions that you may have nominated or appointed to represent you.

The Basics: These are the documents that we all should have in a safe place (and in our wallets in some cases):

- Birth Certificate

- Social Security Card
- Passport
- Health Insurance Card
- Emergency Contact and Allergy or Med-Alert Card
- Driver’s License or ID Card

Add These When You Turn 18 Years of Age (and so should your children):

- Voter’s Registration Card
- Selective Service Registration Card (if applicable)
- Will or Revocable Living Trust and Pour Over Will
- Durable General Power of Attorney
- Health Care Proxy with a Living Will
- Disposition of Remains Appointment
- Anatomic Donor Statement

Add These When Your Life Expands:

- Marriage Certificate
- Prenuptial Agreement
- Children’s Birth Certificate
- Children’s Social Security Cards
- Life Insurance Policies, Illustrations and Beneficiary Designation Forms

- Property and Casualty Insurance Documents (Home and Auto)
- Health Insurance Documents (including for “Health Savings Account” type plans)
- Long Term Care Insurance Policies
- Disability Insurance Policies
- Catastrophic or Other Insurance Policies
- Annuity Contracts and Beneficiary Designation Forms
- Employment Contracts
- Stock Option, Stock Purchase and Related Employer Incentive Compensation Plans
- Master Retirement Plan or Other Pension Plan Documents
- Deferred Compensation Agreements
- Retirement Plan Beneficiary Designation Forms (e.g., IRA, 401(k), or any other contractual deferred compensation, retirement or Health Savings Account plans from any current or previous employers)
- Trust Documents – Life Insurance Trusts, Children’s Trusts and Other Trusts
- Annual Social Security Benefit Statements
- Proof of Jury Service
- Military Discharge Papers
- Club Memberships
- Storage Facility Agreements
- Bank Safety Deposit Box Agreements

Basic Tax Documents:

- Federal and State Income Tax Returns for the Past Three Years (on a rolling basis)
- Federal and State Gift Tax Returns for the Past Three Years (on a rolling basis)
- Make it Six Years if You Have Audit Concerns

Add (or Sell) Property, Add These Documents:

- Deeds to all Real Property
- Closing Report and Related Documents Needed to Establish Basis for Tax Purposes
- Surveys
- Title Insurance Policies
- Appraisals
- Property Tax Records
- Shares and Proprietary Leases to Cooperative Apartments
- Capital Improvement and Maintenance Records
- Title to Transportation Property (e.g., planes, boats and automobiles)
- Cost Basis and Proof of Ownership of Significant Personal Property (e.g., jewelry, artwork, collectibles)
- Inventory of All Property (with Photos or Video when Possible)
- Intellectual Property Rights Documentation
- Frequent Flyer Miles Contracts

Add These When Your Life Contracts:

- Separation or Divorce Agreement
- Divorce Decree (three certified copies)
- Alimony and Child Support Agreement
- Buy-Out or Termination Packages with Deferred Compensation
- Non-Compete Agreements

Add a Business, Add These Documents

- Formation Documents (Certificates of Incorporation or Organization, Filing Receipts, By-Laws or Operating Agreements, Minutes of Initial Meetings)
- Stock or LLC Unit Certificates
- Real Estate, Inventory, or Equipment Acquisition Documentation

- Leases
- Partnership, Management or Shareholder Agreements
- Minutes of Regular and Special Meetings
- Property & Casualty and Other Business Related Insurance Documents
- Governmental Filings
- Tax Returns for the Business Entity
- Key Person Insurance
- Business Valuations
- Savings, Retirement, Stock, Pension and Other Deferred Compensation Plans
- Succession Plan

Make Some Money and Do Some Saving or Investing, Add These Documents:

- Bank Account Records
- Investment or Brokerage Account Records
- Any Personally Held Stock Certificates, Bonds, or Other Financial Paper
- Promissory Notes

Do Some Advanced Tax or Asset Management Planning:

- Family Limited Liability Company or Family Limited Partnership Documents
- Advanced Trust Agreements (QPRTS, GRATS, IDGTS, Asset Protection Trusts, Dynasty Trusts)
- Restricted Management Agreements
- Private or Family Foundation Documents

Incur Debt, Add These Documents:

- Bank Loans
- Student Loans
- Mortgages
- Business Loans

- Auto or Other Vehicle Loans
- Other Installment Debt

Get Named as a Fiduciary, Add These Documents:

- Wills, Trusts, Powers of Attorney, Powers or Appointment, Health Care Proxies, Disposition of Remains Appointments, Guardianship Papers, or Other Documents that Name You as the Person of Responsibility

For more information please contact us at 212-682-1555 or by email at info@maclean-law.com.

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