

Instructions for ADVISORS

What is Included:

- A shrink-wrapped workbook
- Optional divider sheets on green card stock
- Colored divider tabs found at www.ExecutorsChecklist.com

What You Will Need:

- Three-ring binder (at least 2 inches)
- Optional Avery 10Tabs (see below)
- At least 60 minutes of quiet time per week

Set Up Instructions:

If this is your first time using this tool, be sure to read through the entire document and familiarize yourself with the materials you'll be asked to include.

- Purchase a 3 ring binder (2 inch or larger) large enough to contain these pages and all additional documents stored within. **Note:** *We don't provide a three-ring binder with the workbook. This is because we have learned that many advisors already have three ring binders with their logo on them that they would prefer to use.*
- If your binder has exterior sleeves, insert the covers into the binder sleeves and the interior pages inside the binder.
- If you wish to use the colored divider pages, insert them as replacements for the plain divider pages.
- If you want to use colored tabs, we provide PDF versions of the Avery 10Tabs template on www.executorschecklist.com. You will need to buy 1 set Avery 10Tab (11135), or the 3 set 10Tab (11072) for multiple binders.
- **This book contains originals, with no extra copies. All pages are protected by copyright, but certain pages are designed to be photocopied so that multiple copies can be filled out as needed. Only copy those pages that are identified as appropriate to duplicate.**
- **Once the checklist has been secured into your three-ring binder, we suggest that you try out the checklist for yourself.** Complete the form with your spouse to experience the emotions and discussions that you will be facilitating with your client. Having *empathy* (not *sympathy*) will help you with your facilitation and your efforts to quarterback the process. If you need help or follow up training, call us at 860-232-9858 or email us at jackv@ptcfo.com.

Call (860) 232-9858 to purchase customized copies of this book for your firm!

How to Engage Your Client:

First of all, YOUR GOAL is to reduce the burden and confusion that the family of the owner/testator will experience as a result of the owner's or the spouse's sudden death. You also have the objective of determining if their estate plan is in order so that the IRS and other parties don't eat up the estate with fees and wasted time.

We suggest that the first meeting (a free meeting—with the spouse in attendance) be an organizational meeting to get their buy-in. The key is to engage the spouse in the process and to determine if their children would be helpful to them in the later stages of this procedure. Please note that our process encourages their children to fill out their own book too! **Offering a free hour should increase involvement.** One of the things Jack Veale has learned about this free offer is that getting more people involved gets the heavier issues out in the open. These are the issues that they usually avoid. If you engage other advisors, encourage a free meeting from them as well.