SWAIN CONSULTING LLC

MAKING YOUR LIFE PLAN

STEVIE SWAIN

OWNER, SWAIN CONSULTING, LLC

Stevie Swain began her career in California, working for such well-known companies as Kubota Tractors and Convergys.

Now living in Cincinnati, she gained significant experience in both sales and operations management, working as a Financial Consultant and Manager for Western & Southern Life.

Today, as a Federal Retirement and Benefits Specialist for the Federal Government, she helps Federal Government Employees understand the unique benefits available to them.

For over 25 years, she has been dedicated to helping others achieve financial freedom and enjoy a comfortable, secure retirement. "There are so many people I know who did not plan well for their Golden Years. I want to make sure everyone I work with is financially smart and savvy."

Stevie also founded the non-profit organization CinCWN (Cincinnati Collaborative Women's Network), dedicated to helping women entrepreneurs grow sustainable businesses.

Stevie is a certified Minority Business Enterprise (MBE), a member of the Cincinnati USA Regional Chamber, the Ambassador Chairperson of the African American Chamber, and has served on the boards of the Queen City Foundation, WCPO's Advisory Board, and Talbert House. She is currently a member of the board of directors for ROMAC, the new Robert O'Neal Multicultural Arts Center.

YOUR LIFE PLAN

It's one of those things that you knew might happen one day, but maybe you didn't want to think about it. Or maybe having that conversation with the ones you love has been too overwhelming. But the truth is, we are all on the same journey, walking down the same path.

So, getting ready for it might help you and your loved ones when the time of death comes. If you are currently facing a death of a loved one, perhaps with guidance we can help you move forward.

Overview

- Legal Documents
- Important Documents
- Banking Information
- Medical Information
- Credit Cards
- Insurance
- Investments
- Burial Information
- To do list

Legal Documents

One of the most important things to put together in your life plan is to make sure you have all the documents necessary for your protection.

Keep them in a safe place.

Let your loved ones know where they are. Maybe find a special box or an heirloom to keep them in.

This could be the start of that difficult conversation with your partner, children, or your loved ones.

- Marriage Certificate
- Death Certificates
- Birth Certificates
- Divorce papers
- Passports
- Tax Returns (2 years)
- Title to house
- Title to cars
- Title to other motorized equipment/tractors, boats, motorcycles, etc.
- Deeds to all property

Important Documents

LAST WILL AND TESTAMENT

Your will indicates what will happen to your possessions and assets after your death. You can hire a lawyer to write your will based on your input, or you can prepare your own will.

LIVING WILL

Your Living Will explains what kind of lifesaving procedures you want performed on you by medical personnel. For example, this includes CPR and life support.

ADVANCED DIRECTIVE

Advanced directives are legal documents that allow you to specify your decisions about your end-of-life care to your family, friends and healthcare professions to avoid any confusion later on.

SOCIAL SECURITY

Make sure you have your spouse's social security number and access to their social security login information.

REVOCABLE LIVING TRUST

A living trust designates a trustee to manage assets for the beneficiary, while the grantor is still alive.

Important Documents, part II

POWER OF ATTORNEY: HEALTHCARE

This form designates a person to make health-related decisions for you, only while you are unable to make them — for example, if you are unconscious. If you become able to make decisions and convey them again, this power reverts back to you.

POWER OF ATTORNEY: FINANCIAL

This is similar to the previous form, only the person with power of attorney will be albe to manage your finanes by signing checks to pay bills handle your accounts, and so on. Like Power of Attorney for health, this is also cancelled if you become able to handle your own finances again.

Note: You can also get a **Durable Power of Attorney** - A Durable POA allows you to assign someone (an agent) to manage your finances or your health matters if you become incapable or otherwise unable to do it yourself. A Durable Power of Attorney can take effect whenever you want it to, even if you are alive and well. If you become incapacitated it remains in effect. Often a regular Power of Attorney ends when you become incapacitated unless the language is included to extend it (making it durable).

Banking Information

Banking

Name of Bank (s)
Account number(s)/ Checking
Account number(s)/ Savings
Certificates of Deposit
Online Domain URL
Password for online access
Security questions/answers
Safety Deposit Box Keys/Information

Computers
Write down your computer/tablet/cell phone passwords so your partner can access those devices.

Medical Information

Medicare/Medicaid
Medicare or Medicaid Numbers
Online access to your account via Medicare.gov

Supplemental Medical Insurance Company or Medicare Advantage Plan
Name
Phone
Account number

Other Programs/Forms
Medicare Part D
Good RX
SingleCare

Credit

Loans:
Mortgage
Personal Loans
Car Loans
Home Equity Loans

Utilities:
Energy Bill
Phone Bill
Water Bill
Internet Bill
Cable Bill

From Bank:
Credit/Debit Cards
Department Store Credit Cards
Gas Cards

Insurance

INSURANCE

- Company Name
- Company Representative/phone
- Online access/security passwords
- How paid/in escrow or direct
- Policy Documents

HOMEOWNERS INSURANCE
CAR INSURANCE
UMBRELLA INSURANCE
LIFE INSURANCE
LONG TERM CARE INSURANCE

Burial Information

Have you already talked about your funeral to your loved ones?

Do you have your ceremony planned out?

Do you have a burial site/plot? Or expressed your wishes for creamation or donation?

Have you selected a funeral home?

Have you made arrangement for a headstone?

Does your place of worship know how your ceremony should be conducted?

If not, then it's time to organize a plan.

If you situation is immediate, talk to your religious leader or your local funeral home.

Investments

STOCKS/BONDS
MUTUAL FUNDS

ANNUITIES

401(k)
Roth IRA
TSP
PENSIONS

For each, get Provider/Broker Contact information and Last Statements

To do now

Update beneficiaries

Look at all your financial documents including life insurance, bank accounts, investment accounts and your will to update the beneficiary designations. If you've named a trust as the primary beneficiary, talk with your estate planning attorney to make sure that your trust is still intact and that it can serve as your primary beneficiary.

Establish Joint Ownership

Make a list of any assets that you and your parner have. Contact your bank/broker/credit union, etc. and make sure your name and your partner's name and/or your child/beneficiary's name are on each account. This can be listed as joint ownership or Pay-On-Death.Therefore, in case of a death, the assets pass directly to the other person - spouse first and then child/beneficiary. This will help minimize probate issues.

Social Media

Do you have a Facebook / LinkedIN / SnapChat / Twitter / Instagram account? Does your partner know the passwords if they want to delete the account? Make a list of all your social media accounts with passwords, so that it can closed after you're gone. Have your partner do the same.

Meet with your accountant

Losing a partner can mean changes to your future tax bill. Meet with an accountant to stay on top of taxes you may owe in the current tax year and to discuss any withholding changes for the future. Note that you are still considered married by the IRS in the year your spouse passed away.

CHECK LIST

Documents
- Marriage Certificate
- Death Certificates
- Birth Certificates
- Divorce Papers
- Passports
- Tax Returns (2 years)
- Title to House
- Title to Car(s)
- Other Titles

Insurance
- Homeowners Insurance
- Car Insurance
- Umbrella Insurance
- Life Insurance
- Long Term Care Insurance
- Health Insurance
- Medicare Numbers
- Supplemental Medical Insurance
- Other Medical program

Investments
- Stocks/Bonds/Mutual Funds
- Annunities
- 401(k)
- Roth IRA / TSP
- Pensions

Banking Information
- Bank Names/URL
- Account numbers
- Certificate of Deposit
- Passwords for online banking
- Security Questions/Answers
- Computer passwords
- Phone passwords
- Credit Card
- All Utility Bills
- Mortgage Loan
- Car Loan
- Home Equity Loans

End of Life Documents
- Last Will and Testament
- Living Will
- Living Trust
- Advanced Directive
- POA: Healthcare
- POA: Financial

Misc Other
- Burial Plan
- Social Media passwords

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