THE
ELCA
FOUNDATION

ELCA Foundation Chicago Office Use Only
Date this Worksheet was received: _____
Date ELCA Called in to Attorney: _____
Signed Trust Disclosure Rcvd: _____
Preference Letter Rcvd. _____
Gift Planner: _____

Charitable Remainder Trust Worksheet

a. Type of Trust: Unitrust, Annuity Trust

b. Trust: Irrevocable, Revocable (effective at death)

c. Name of trust: _____

d. Donor(s): _____
Social Security # _____ Birthdate: _____
Social Security # _____ Birthdate: _____

e. Legal residence of donor(s):
Street Address: _____
City State Zip: _____

f. Home phone: _____ Office phone: _____

g. Trustee: _____
Co-Trustee: _____

h. Payout structure:
( ) One-life for donor
( ) One-life for _____
( ) Two-life, single and survivor for donor, then spouse
( ) Two-life, single and survivor for donor, then _____
( ) Two-life, joint and survivor for married donors
( ) One-life, for donor plus term of years for issue, (# of years _____ ; 20-year maximum)
( ) Two-life, single and survivor (donor, then spouse) plus
term of years for issue, (# of years _____ ; 20-year maximum)
( ) Two-life, joint and survivor for married donors plus
term of years for issue, (# of years _____ ; 20-year maximum)
( ) Term of years (# of years _____ ; 20-year maximum)
( ) Long of one life (donor) or term of years (# of years _____ ; 20-year maximum)
(issue as contingent successor beneficiaries)
( ) Longer of two lives (single and survivor for donor and spouse)
or term of years (# of years _____ ; 20-year maximum)
(issue as contingent successor beneficiaries)
( ) Longer of two lives (joint and survivor for spouses)
or term of years (# of years _____ ; 20-year maximum)
(issue as contingent successor beneficiaries)

ELCA Foundation Trust Worksheet, page two

i. Type of Unitrust:

( ) Type 1 - guaranteed percentage income
( ) Type 2 - net income
( ) Type 3 - net income plus makeup
( ) Flip unitrust - Type 2 or 3 to Type 1
Triggering event for flip unitrust: _____

j. Payout Percentage: _____

k. Payout Frequency: (annually, semi-annually, quarterly, monthly)

l. Should realized capital gains be included in trust income? _____
(Applicable only for type 2 or type 3 unitrusts)

m. Alternate investment preference letter signed (Yes/No)? _____
Copy enclosed (Yes/No)? _____

n. Individual income beneficiaries and relationship to donor(s)

Social Security # _____ Birthdate: _____
Name: _____ Relationship: _____
Address: _____

Social Security # _____ Birthdate: _____
Name: _____ Relationship: _____
Address: _____

Social Security # _____ Birthdate: _____
Name: _____ Relationship: _____
Address: _____

Social Security # _____ Birthdate: _____
Name: _____ Relationship: _____
Address: _____

Social Security # _____ Birthdate: _____
Name: _____ Relationship: _____
Address: _____

Social Security # _____ Birthdate: _____
Name: _____ Relationship: _____
Address: _____

ELCA Foundation Trust Worksheet, page three

o. Charitable Remainder Beneficiaries:

Percentage of Remainder: _____
Name: _____
Address: _____

Percentage of Remainder: _____
Name: _____
Address: _____

Percentage of Remainder: _____
Name: _____
Address: _____

Percentage of Remainder: _____
Name: _____
Address: _____

p. Can the ELCA notify the charitable beneficiaries (Yes/No)? _____

q. Trust property:

1. Type of ownership

( ) individually be one donor
( ) jointly by married donors
( ) by a partnership
( ) by a S-corporation
( ) by a C-corporation
( ) other

2. Type of property

( ) cash
( ) publicly traded stock
( ) corporate bonds
( ) municipal bonds
( ) mutual fund shares
( ) closely held stock
( ) undeveloped real estate
( ) developed real estate
( ) other _____
( ) Qualified Retirement Plan _____

Donor knows to change QRP beneficiary designation (Yes/No)? _____

3. Hold Period/Date acquired: _____

4. Fair Market Value - Approximately: $ _____

5. Cost Basis: $ _____

Depreciation reserve issue explained to donor (Yes/No)? _____

6. Partial Interest? _____

7. Debt: (A) Amount $ _____
(B) Date Place on Property _____

ELCA Foundation Trust Worksheet, page four

8. ELCA Real Estate environmental questionnaire enclosed (Yes/No)? _____

9. Is there a building on the real estate (Yes/No)? _____
   A. Is it a rental unit (Yes/No)? _____
   B. Include a copy of the lease.
   C. Who has the key to the building?

10. Is there a binding agreement regarding the sale of the real estates (Yes/No)? _____

11. Income from Property:
   A. UBTI _____
   B. Rent to a disqualified person (Yes/No)?

12. Donor has retained local attorney (Yes/No)? _____
   If No has ELCA suggest donor retain legal representation (Yes/No)? _____

13. Dates ELCA Foundation Chicago Office can expect to receive:
   A. Qualified Appraisal _____
   B. IRS Form 8283 _____
   C. Recorded Deed _____
      (Donor understands gift will not be complete until recorded deed is received in the ELCA Foundation Chicago office (Yes/No)? _____)

r. Requested deadline for completion of trust: _____

s. Mailing instructions to: _____
_____
_____
_____