



UNIVERSITY OF WYOMING  
FOUNDATION

## ESTATE PLANNING 101

Planning your estate gives you peace of mind. It ensures that your wishes are honored and your loved ones are cared for.

### ESTATE PLANNING CHECKLIST

To ensure your estate plan is up to date and comprehensive, consider these steps.

- ☐ **Create an Inventory** – List all assets, debts, and important documents.
- ☐ **Review Beneficiary Designations** – Ensure that your retirement accounts, life insurance policies, and other beneficiary designations align with your wishes.
- ☐ **Draft the Five Essential Estate Planning Documents.**
  1. **Will** – Specifies how your assets will be distributed and allows you to name guardians for minors.
  2. **Trust** – Helps manage and distribute assets while potentially avoiding probate.
  3. **Financial Power of Attorney** – Grant a trusted individual authority to handle financial matters on your behalf if you become unable to do so.
  4. **Health Care Power of Attorney** – Designate someone to make medical decisions for you if you are incapacitated.
  5. **Living Will or Advance Directive** – Communicate your health care preferences in case of serious illness or incapacity.

### SAMPLE WILL LANGUAGE

“I give to the University of Wyoming Foundation (a nonprofit corporation located at 222 S. 22nd Street, Laramie, Wyoming, or its successor), [\$ amount, % of the estate, or description of the property] to benefit the University of Wyoming generally [or as specifically described].”

**Tax Identification Number:** 83-0201971



#### **Brett Befus**

Associate Vice President for Development  
UW Foundation  
222 S. 22nd Street  
Laramie, WY 82070  
pg@uwyo.edu  
(307) 766-4259