



Estate Settlement – A Detailed Guide  
Office of Gift Planning

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## ***I. Introduction***

A bequest is a donor's ultimate gift—recognition of a charity's substantial importance to, and impact on, the donor. This manual provides a detailed overview of bequest administration at the University of Chicago ("UChicago") including initial notification from estate, interaction with estate representatives and settlement/distribution timeline, internal tracking and reporting of bequests, and various issues that may frustrate the University's timely receipt or use of funds.

The primary goals of this manual are to (1) provide an overview of the estate settlement process including the types of gifts, relevant parties, and timeframe; (2) discuss effective protocols such as the maintenance of realized bequest files, gift acceptance, communication with estate representatives, and reporting to leadership and stakeholders; and (3) detail potential issues in the estate administration context and tactics to address the same.

## ***II. Administration of Estate***

### **A. Notice to of Bequest**

UChicago receives notice of a pending bequest in a variety of forms—a telephone call, probate filing, or letter—and from a number of different individuals such as family members, attorneys, financial advisors, court-appointed representatives or trustees\*. The notification may be accompanied by detailed information and documents (the best case!), or consist solely of a formal probate pleading with no indication of the amount or specifics of the bequest. In some cases, the initial "notice" consists of a brief letter along with a distribution check.

\*Note: As a general rule, UChicago refrains—except in special circumstances—from proactively contacting family or potential estate representatives to inquire about a bequest upon a donor's death. While still wise to monitor expectant bequests in anticipation of notice from an estate representative, Gift Planning believes it is a better practice to initiate contact after a probate or a trust administration is commenced and/or formal notice of the bequest is received.

### **B. Initial Steps Upon Notification**

All notices of estates are forwarded to the Office of Gift Planning. Upon receipt, Gift Planning does the following:

1. Examines all records already on file pertaining to the donor, whether or not the donor notified UChicago during their lifetime of a planned gift; this includes life income and

bequest expectancy files as well as prospect notes if the donor is a Phoenix Society member and/or has a known bequest intention tag.

- a. Note: Reviewing the donor's file carefully is important as when the donor is survived by a spouse or children, the terms of their estate plan may provide that UChicago's share will not be realized until the death of such other individuals. In these cases—or in other instances where the donor has a surviving spouse and it is unclear from the documentation whether the gift will only be realized after the spouse's death—the prospective estate file should remain open for at least three years *after the death of the surviving spouse*.
2. Updates the donor database to mark the donor deceased, if not already done.
3. Advises staff with a relationship with the donor (i.e. URM) of death; suggest outreach to surviving family members to express sympathy, if appropriate.
4. Alerts development officers at the benefitting school/unit of the donor's passing and pending bequest, advising as to likely timing/amount, if known; makes note to provide periodic updates on status of administration and anticipated distributions.
5. Creates physical and electronic realized bequest file to maintain estate-related documents, also completing Estate Overview form (Microsoft Word) with relevant information including estate contacts, amount of bequest, and specifics regarding use.

### **C. Information Exchange with Estate Representative**

Gift Planning responds to the estate representative with an introductory letter (sometimes in conjunction with a telephone call). The initial communication includes:

1. An acknowledgment of the correspondence and expression of gratitude for the bequest;
2. Contact information of the staff member in the Office of Gift Planning for all future estate communications and any distribution checks;
3. UChicago's taxpayer ID number (IRS Form W-9) and IRS 501(c)(3) certification, upon request; and
4. Corporate Resolution and Delegation of Authority, if appropriate and when requested, detailing the individuals with signing authority for UChicago.

In turn and where not already provided with the initial bequest notification, Gift Planning asks the estate representative for the following:

1. A copy of the donor's Last Will or trust (or, at minimum, the relevant page(s))\*;
2. An initial inventory of assets, if the charity is entitled to a percentage of the estate;

3. A rough administration timeline, including any anticipated preliminary distributions; and
4. Names and contact information for family members that might welcome an acknowledgment and/or ongoing stewardship, where warranted.

\*Note: Last Wills become public record once a probate estate is open and must be provided to all beneficiaries. Many states similarly require trustees to provide the trust document—a complete copy for a residual/percentage interest, or the relevant page(s) for a specific dollar amount—to beneficiaries on request. Gift Planning will insist on the provision of the donor’s estate planning instrument(s), including the complete terms for residual bequests, to (a) monitor estate representative’s compliance with governing provisions, (b) confirm the eventual allocation of bequest, and (c) ensure that donor intent is honored.

#### **D. Types of Bequests**

Typically, a bequest will fall into one of three categories:

- (A) Pecuniary gift: A specific dollar amount payable from the estate/trust. Gift Planning will request just the relevant page(s) from the estate plan. An inventory of assets and/or an accounting are unnecessary, unless the estate claims to have insufficient funds to satisfy the bequest in full.
- (B) Specific property: A bequest of one or more specific items (tangible personal property, certain financial accounts, stock, or real estate). As with a proposed outright in-kind gift, Gift Planning will consult gift acceptance guidelines and seek input of internal partners—for example, the Smart Museum in case of artwork or the Library for gifts of books—to determine whether UChicago can accept the item(s).\*

\*Note: If there is no particular school/unit with a discernible need or desire for the gifted item(s), Gift Planning can ask that the personal representative sell the property and transmit any proceeds. If they refuse or are otherwise unable to sell and the item’s value is insubstantial, Gift Planning will execute a disclaimer of interest (generally drafted by the estate representative), which results in the item(s) passing to the donor’s heirs.

- (C) Residuary gift: Typically calculated as a percentage of the net estate assets after expenses and the satisfaction of any specific gifts. Whereas pecuniary bequests can often be satisfied in the earlier stages of an estate administration, UChicago carefully

monitors all residual gifts, seeks a preliminary distribution(s) as the administration progresses, and insists on both an initial asset inventory as well as a detailed accounting of transactions at the time the estate is closed. In addition, a complete copy of the donor's Will or Trust must be obtained to ensure that (1) expenses, including any estate or inheritance taxes, are properly sourced (i.e. whether a tax apportionment clause exists) and (2) the representative has otherwise complied with the governing terms.

#### **E. Special Handling – Retirement Accounts and Life Insurance**

Where UChicago is designated beneficiary of an IRA, TIAA-CREF account, or other retirement asset (e.g. held by institutions such as Vanguard, Fidelity, Schwab, TD Ameritrade, Wells Fargo, etc.), special handling is warranted. Note that each financial institution requires different forms, and for some the collection process is more onerous.

A few custodians may require that UChicago open an "inherited IRA account" to receive IRA funds, demanding that UChicago provide personal information from authorized charity officers (such as the President or a Vice President).<sup>\*</sup> For inherited IRAs, consult the Gift Planning Excel Spreadsheet and RIFT Project (NACGP) database—accessible at <https://charitablegiftplanners.org/block/rift-project--to> assess the particular custodian's requirements, if known.

<sup>\*</sup>Unless there is a dedicated advisor handling distributions for the donor's estate, Gift Planning may have to contact central customer service and/or an estate department with questions or to request expedited distribution.

#### **F. Initial Distributions and Realized Bequest Memos**

An initial distribution may be received from an estate or trust at the time of initial notification or, more typically, within the first 6-12 months of administration. Upon receipt of a check or wire transfer, = Gift Planning does the following:

1. Acknowledgment Letter: Sends the estate representative an acknowledgment.
2. Bequest Memo: Prepares a realized bequest distribution memo for Gift Administration and Business Data (GABD) along with the bequest check (or copy of incoming wire transaction report, as the case may be); detailed instructions for the allocation of funds; and information to set up an estate entity record.
  - a. Note: Included with the memo are (a) the donor's "Entity Overview" page from the database, (b) a decedent's estate record form for the creation of a new

estate entity record, and (c) the relevant excerpt from the donor's estate plan, as well as any bequest letter of direction or other gift agreement signed by the donor governing use of the bequest (if one exists).

3. Allocation of Funds: Provides instructions for the allocation of the bequest by either referencing an active UChicago account, if an appropriate one exists, or stating that the funds should be placed in Unclassified Probate Receipts until the benefitting school/unit either identifies an account or creates a new fund (i.e. for an endowed gift).
  - a. Note: GABD sends a monthly "Unclassified Probate Gifts" report to Gift Planning, identifying each bequest that has yet to be re-allocated by the benefitting school/unit. Gift Planning will follow-up periodically with the appropriate development and/or finance contact until the funds are moved to a new account in keeping with the donor's stated intent.
4. Active Bequest Expectancy: Notes in the bequest distribution memo any active bequest expectancy(ies) in the donor's record, specifying amounts for FRP/Campaign counting.
  - a. Note: Gift Planning should verify previously counted amounts if uncertain from the database. Where prior FRP is associated with a bequest expectancy, the equivalent portion of the estate distribution is coded as a "bequest payment" and the excess as a "realized bequest."
5. Distribution of Bequest Memos: Securely distributes the bequest memo to a standard group of individuals in leadership and finance. In addition, if the bequest benefits a specific school/unit, select individuals (i.e. Dean, director of development, head of finance) from that unit are copied. A running "Distribution Memo – Units cc list" is maintained by the Office of Gift Planning.

Other than the initial distribution, which always requires a realized bequest memo, subsequent estate distributions are sent to GABD with instructions for allocation and crediting under the donor's estate entity record. The sole exceptions necessitating a secondary, detailed bequest memo are if the subsequent distribution (1) is for a different purpose/allocation or (2) requires clarification with respect to coding as a bequest payment or realized bequest (i.e. the distribution exceeds the amount of the bequest expectancy and prior FRP/campaign credit assigned).

## **G. Probate Files and Related Logistics**

Upon receiving an initial notification of a bequest, Gift Planning creates both a new physical file and a dedicated electronic file folder. Files contain all estate-related documents—such as estate planning instruments, correspondence, probate filings, etc.—as well as an Estate Overview form with details regarding the donor, primary estate contacts and surviving family members, specifics of the bequest, and other pertinent information about the bequest. This same information is also added to PGCalc Bequest Manager together with a new “gift” entry with the anticipated bequest amount, expected distribution date (using calendar quarter end dates such as 3/31, 6/30, etc.), and designation for a particular school/unit, if any.\*

\*Note: When an estate is fully distributed, the physical file is closed; periodically, files closed for at least five years are pulled and transferred to University Archives.

Gift Planning receives periodic financial account statements for both a handful of active estate matters and certain remainder and perpetual charitable trusts. The most recent account statement is added to the estate file, with previous statements shredded. Upon receiving a statement, Gift Planning compares the account balance with the prior statement, noting any significant changes. If the change relates to a distribution(s) to beneficiaries, Gift Planning will flag the matter to ensure that UChicago’s share is received. Absent an ascertainable reason for a drastic change in an account value, Gift Planning will contact the estate representative or attorney for clarification.

## **H. Bequest Pipeline and Notable Bequest (\$1M+) Reporting**

A monthly “Notable Bequest Activity Report” is sent to senior leadership with a summary of all active \$1M+ estates. The report, distributed securely, includes (a) amounts received and outstanding from each \$1M+ estate; (b) estimated fiscal year of close; (c) designation/purpose; and (d) notation of any previous FRP and/or campaign credit counted.

In addition, Gift Planning utilizes PGCalc’s Bequest Manager to generate quarterly reports of both (1) the pipeline of all open estates, sent to senior leadership; and (2) a bequest summary by designation breakdown for select directors of development in benefitting schools/units. These reports are accompanied by a “School and Unit Bequest Progress Report” (generated in Word) with the total number of active estates for each school/unit, the amount distributed to date from such estates, and amounts expected both in the current fiscal year and in subsequent fiscal years.



## I. Termination of Life Income Gifts (Kaspick)

Upon notice that a donor with an active life income gift (charitable remainder trust or charitable gift annuity) has passed away, Gift Planning will coordinate the termination—or, if there is a surviving life-income beneficiary, the shift-in-interest—with TIAA Kaspick. The following steps occur:

1. Gift Planning completes a web form providing Kaspick with the date-of-death and address for final tax forms (if known and if different from donor address).
  - a. Typically, Gift Planning is notified of the donor's death by a family member or an estate representative. This individual should be the point of contact for a request that any excess annuity/trust payment(s) be returned/refunded to UChicago, where applicable, and for the provision of final tax forms by Kaspick.
2. Kaspick generates a Gift Profile form and advises whether a final payment is due to the donor's estate or whether recovery of a payment(s) might be in order.
  - a. Note: Gift Planning will review each donor's situation in deciding whether to pursue recovery of any overpayments. Recovery is discretionary on a case-by-case basis, though most life income agreements provide that payments cease for the quarter *preceding* death (without pro-ration). Determining factors in seeking recovery include the date-of-death relative to the payment date, as well as the payment amount. For example, if the final payment is substantial and/or the decedent passed away shortly into the start of the quarter in which the payment is made (i.e. an April 5th date-of-death and a payment still made on June 30th), recovery will likely be pursued.
3. Kaspick provides Gift Planning with the date-of-death value for a charitable remainder trust, if requested by an attorney/trustee/personal representative/etc. There is no date-of-death value for a charitable gift annuity.
4. Kaspick sends the final tax forms directly to the estate contact or to the donor's last known address, depending on the case.
5. Undistributed Investment in Contract: Though relatively uncommon, this amount—listed on the Kaspick Gift Profile form—may be of interest to the representative of the donor's estate. Gift planning should notify the estate contact of the amount as the donor may be entitled to a tax deduction on their personal income tax return for the year in which they passed away.

- a. Note: Reference the following article on the availability of this deduction even after the 2018 tax law changes: <https://info.pgcalc.com/uic-deduction>.
6. Life Income Files: Gift Planning reviews the donor's life income file to decide what documents should be kept. Documents that can be removed/shredded from the file include unrelated correspondence, annual Beneficiary Reports, tax forms, etc. (typically anything that is readily accessible online and/or more than eight years old). All original life income agreements are retained and Gift Planning will also add to the file the donor's obituary and termination documents generated by Kaspick.
7. Allocation of Residual Interest: Kaspick transmits UChicago's residual interest in the CRT/CGA directly to the University. There is no fundraising progress credit associated with any such amounts (even if the residual exceeds the amount booked at the time the CRT/CGA was funded).
  - a. Gift Planning coordinates with Financial Services concerning the allocation of the residual funds under the terms of the CRT/CGA agreement, for example where the documents are uncertain, present an issue for the benefitting school/unit, or compel the creation of a new endowed account (e.g. to establish a scholarship or professorship fund).

### ***III. Estate Administration - Issues and Challenges***

Some of the common issues and challenges that arise during an estate administration and can thus frustrate a charity's timely receipt of a bequest—and tactics to address the same—include:

#### **A. Estates Taxes**

Despite the increase in the federal estate tax exemption amount, eighteen states and the District of Columbia still impose some form of estate or inheritance tax, in most cases with much lower exemption rates. Therefore, even if an estate does not owe federal estate taxes, it may still be assessed taxes on the state level. For example, Illinois currently has an estate tax exemption of \$4,000,000, which does not adjust annually for inflation. The following is a list of states have an estate or inheritance tax and exemption levels\*:

- **Connecticut:** Estate tax of 11.6 percent to 12 percent on estates above \$9.1 million
- **District of Columbia:** Estate tax of 11.2 percent to 16 percent on estates above \$4.3 million
- **Hawaii:** Estate tax of 10 percent to 20 percent on estates above \$5.5 million
- **Illinois:** Estate tax of 0.8 percent to 16 percent on estates above \$4 million
- **Iowa:** Inheritance tax of up to 9 percent
- **Kentucky:** Inheritance tax of up to 16 percent
- **Maine:** Estate tax of 8 percent to 12 percent on estates above \$5.8 million
- **Maryland:** Estate tax of 0.8 percent to 16 percent on estates above \$5 million; inheritance tax of up to 10 percent
- **Massachusetts:** 0.8 percent to 16 percent on estates above \$1 million
- **Minnesota:** 13 percent to 16 percent on estates above \$3 million
- **Nebraska:** Inheritance tax of up to 18 percent
- **New Jersey:** Inheritance tax of up to 16 percent
- **New York:** Estate tax of 3.06 percent to 16 percent for estates above \$6.1 million
- **Oregon:** Estate tax of 10 percent to 16 percent on estates above \$1 million
- **Pennsylvania:** Inheritance tax of up to 15 percent
- **Rhode Island:** Estate tax of 0.8 percent to 16 percent on estates above \$1.7 million
- **Vermont:** Estate tax of 16 percent on estates above \$5 million
- **Washington:** Estate tax of 10 percent to 20 percent on estates above \$2.2 million

<https://www.aarp.org/money/taxes/info-2020/states-with-estate-inheritance-taxes.html>

\*Note: An estate tax is payable by the estate of a decedent, whereas an inheritance tax is imposed on the recipient of a bequest.

Donors can utilize charitable bequests to avoid or reduce estate and inheritance taxes, as qualifying charitable gifts under federal and/or state law are deducted before determining whether the estate is above the exemption amount. Furthermore, laws governing exemption amounts at the state and federal level are often in flux

## **B. Remainder Interests**

UChicago is sometimes named as a beneficiary of a testamentary “remainder interest”—either in real estate, personal property, or as a residuary beneficiary of a testamentary trust. These interests are created when a donor leaves personal or real property to other individuals for their lives, or directs that one or more individuals receive a stream of income for their lifetime, with UChicago entitled to some portion of the property upon the individual’s death.

Gift Planning tracks all known remainder interests, creating both physical and electronic files and revisiting the matter annually. When notice of the life income beneficiary's passing is received, the file becomes an active estate matter.

***i. Retained Life Estate – Real Property***

A remainder interest in real estate (a “retained life estate”) permits a third party to possess the property until a certain event—typically death or when they move out, whichever occurs first—after which the charity receives the full interest. Because a charity has virtually no control over, and limited oversight of, the property during the life beneficiary's lifetime, the following steps are helpful upon notice of interest: (1) adding the matter to a chart of all retained life estate interests, with periodic checks to ensure that property taxes are being paid; (2) determining how to manage communications with the beneficiary during the term of the life estate; and (3) establishing a relationship, where possible, with the life beneficiary, also preparing a written agreement or similar memorandum of understanding on the use/maintenance of the property and payment of taxes and other expenses.

***ii. Outside Charitable Remainder Trust***

Another type of a remainder interest gift is an “outside” charitable remainder trust (i.e. not managed or controlled by UChicago), created by a donor during their life or via their estate plan to benefit a family member, friend, or other individual for that person's lifetime, with the remainder to ultimately pass to charity. When an outside financial institution is named as trustee, Gift Planning will request the provision of periodic account statements to monitor activity (in some instances, the acting trustee will voluntarily provide statements). In addition, Gift Planning will set annual reminders to (1) confirm receipt of such account statements and (2) check whether the life income beneficiary has passed away (i.e. via an obituary search) such that the trust will proceed to settlement.

**C. Delays and Lack of Information from Estate Representatives**

One common and significant challenge is a lack of information from, and delays caused by, the estate representative or trustee. After providing the initial notification of a bequest, a representative may fail to contact UChicago for months or even years. Simple requests for a copy of the donor's will or trust, an asset inventory, or an accounting of the estate are often ignored until the estate is about to be distributed and the representative requires a signature on a receipt and release agreement.

There are several legitimate reasons that may protract an estate or trust administration such as the resolution of creditor's claims; preparation of individual and fiduciary tax returns, including an estate tax return and receipt of an IRS closing letter; marshalling and liquidating assets, particularly if the estate/trust owns real estate or closely-held business interests; and litigation initiated by disgruntled beneficiaries/heirs. However, an estate representative should still provide periodic updates, especially to the residuary beneficiaries.

Gift Planning does the following to actively monitor realized bequest matters:

1. Outlook Tasks: Creates tasks in Microsoft Outlook with initial reminders set for 6-9 months to contact the estate representative and inquire about the status.
2. Physical/Electronic Files: Maintains both physical and electronic files for each unique realized bequest matter, including copies of all estate-related documents and correspondence with estate representatives.
3. Periodic Follow-Ups: Sends status check letters or e-mails to the estate representative, followed by telephone calls (which generally are more effective at producing a result, especially when requesting a copy of the will/trust or a detailed accounting).

#### **D. Receipts, Releases, and Indemnification Agreements; Signature Authority**

Before releasing funds, an estate representative will typically request that the charity sign a receipt/release agreement to (1) confirm receipt of the bequest *and* (2) release the representative from any liability in connection therewith. The release may also include language stipulating that the charity shall indemnify the estate representative and return or "refund" all or part of the distribution, for example if funds were sent in error or are otherwise required for taxes or other unanticipated expenses.

Gift Planning will review each receipt and release agreement closely before signing. Red flags include where the agreement (a) includes a release of liability for the charity's full interest, even though the payment is only a partial distribution; or (b) indemnifies the executor/trustee for the entire amount of the estate/trust, despite that the charity is receiving a specific gift or a fractional percentage of the estate. A receipt and release should be expressly limited to the amount the charity is receiving and should not create any liability for the charity beyond.\*

\*Note: When the estate representative asks UChicago to sign a receipt before actually sending a check—standard practice in trust and estate settlement, especially for large institutional trustees—UChicago should indicate in response that the receipt is being signed *on the condition* that the bequest check/wire is still forthcoming.

UChicago's Corporate Resolution identifies the authorized signers for gift and bequest acceptance. In certain cases, fiduciaries, their attorneys, or financial institutions will require that one of these authorized individuals execute estate-related documents on behalf of the University. As a general rule, for UChicago the Vice President of Alumni Relations and Development is the best signatory. However, Gift Planning has prepared a "Delegation of Authority" authorizing other select individuals in Gift Planning to sign documents pertaining to the acceptance of bequests. To expedite matters, Gift Planning will often present this Delegation, along with the Corporate Resolution, as an alternative to obtaining the Vice President's signature. In the majority of instances (though not all), the estate representative finds this satisfactory.

#### **E. Litigation / Contested Estates; Excessive Fees**

Though rare, a trust or estate in which a charity has a beneficiary interest may become involved in litigation. Family members could object to a charitable gift in the estate, or the will or trust might include vague language subject to multiple interpretations. In other cases, restrictions on the charitable bequest may render it difficult or even impossible to accept a bequest without an agreed-upon revision to the stated purpose.

As a general policy, UChicago almost never joins litigation initiated by other beneficiaries (including charities). There are limited exceptions when Gift Planning, in consultation with the Office of Legal Counsel, may consider intervention to protect UChicago's interests. In such cases, Gift Planning will run point on the retainer of outside counsel to represent UChicago (i.e. to interface with the estate representative and/or appear in court, as the case may be).

Another common issue in estate settlement is excessive legal or fiduciary fees, often revealed in a final accounting. In many states, personal representative and/or attorney fees for a probate administration are fixed by statute. Similarly, corporate trustees such as financial institutions often have a standard fee schedule, typically provided with the initial bequest notification (if not, the schedule can be requested). Institutional fees are generally around 1-2%, set on a sliding scale based on the estate value, and split evenly between income and principal. Fees usually only impact residual bequests. In the rare case when fees appear excessive, Gift Planning may seek to informally negotiate a reduced fee with the estate representative and elicit the support of other residual beneficiaries.

## **F. Heir/Asset Finders**

UChicago is periodically contacted by an “heir search” company about an interest in the estate of a deceased donor, holding back details unless UChicago contracts its services. Typically these companies offer a “no risk” contingency fee ranging from 10%-25% of the recovered amount, promising no financial obligation unless assets are actually distributed.

Before executing a retainer, Gift Planning will check the unclaimed property divisions across all states on the Missing Money site (<https://www.missingmoney.com/Main/Index.cfm>). In addition, the following site contains links to each state’s unclaimed property divisions: <https://www.unclaimed.org/>. If those searches yield no results, Gift Planning may seek a reduced contingency fee before engaging an heir searcher’s services.

## **G. Tangible Personal Property and Real Estate**

On occasion, a donor’s estate plan will include a specific bequest of tangible personal property—such as artwork, books, and/or personal belongings—or real estate. There are several considerations in analyzing whether to accept such a bequest:

- a. Does the gifted item have accompanying provisions restricting its sale?
- b. Can the charity securely store and manage the asset prior to sale and, if so, who will pay for such expenses?
- c. In the case of real estate, does the property have liabilities such as mortgages, leases, environmental questions, or other substantial carrying costs?
- d. For artwork, is the item of interest to the art museum and, if not, where else might it be displayed on campus (plus who will pay for any upkeep)?
- e. For books, can the Library accept the items, whether for Special Collections (i.e. rare books/manuscripts) or for general circulation?

Gift Acceptance Guidelines are helpful in making a decision—similar to a proposed outright in-kind gift during a donor’s lifetime—in order for Gift Planning to respond to the estate representative within a reasonable time after notice of an in-kind bequest. If UChicago decides against acceptance, Gift Planning will ask the estate representative to prepare any required documents (i.e. a disclaimer of interest) to memorialize the understanding.

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# APPENDIX

## **Sample Documents:**

1. Estate Overview
2. Tracking and Tickler Sheet
3. Introductory Letter to Attorney/Personal Representative
4. Realized Bequest Memo – Initial Distribution
5. \$1M+ Notable Bequest Monthly Report

**- Estate/Trust**

Donor ID \_\_\_\_\_

- Date of Initial Contact by Estate/Trust: \_\_\_\_\_
- Donor Gift History in Client File     No Known History of Gifts to UChicago from Donor

**Executor     Trustee Contact Info**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_      Email \_\_\_\_\_  
 Phone \_\_\_\_\_      Fax \_\_\_\_\_

**Other Key Estate Contacts**

Role/Position:  Attorney     Bank/Institution     Other \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_      Email \_\_\_\_\_  
 Phone \_\_\_\_\_      Fax \_\_\_\_\_

Role/Position:  Attorney     Bank/Institution     Other \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_      Email \_\_\_\_\_  
 Phone \_\_\_\_\_      Fax \_\_\_\_\_

**Estimated Total Value of Estate/Trust:** \$ \_\_\_\_\_     Solid     Soft     Unknown  
**Estimated Total Passing to UChicago:** \$ \_\_\_\_\_     Specific Gift     % of Residue

**Donor Information**

Donor date-of-death: \_\_\_\_\_    Donor age at death: \_\_\_\_\_  
 Date of will/trust: \_\_\_\_\_    Time from date of will to death: \_\_\_ Yrs \_\_\_ Mos.  
 Donor marital status at death:  Married     Widow/Widower     Divorced     Unknown  
 Family status:  No Known Family     Living Spouse     Living Children     Other Known Family

**Actions**

- UChicago Staff Member Handling Estate/Trust: \_\_\_\_\_
- Spoke to executor/trustee by telephone to discuss handling, timing, amount, etc.      Date: \_\_\_\_\_
  - Sent letter requesting copies of estate plan documents, inventory, and accounting (if appropriate) with Change of Address Memo and W-9.      Date: \_\_\_\_\_
  - Copy of complete will/trust in file       Copy of asset inventory in file
  - Copy of accounting in file       Specific Gift – Accounting/Inventory not critical

Summary of estate/trust, timing of projected distributions, any known problem(s), etc.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DONOR NAME – Trust/Estate**

**Tracking & tickler sheet**

<b>Date of Action</b>	<b>UChicago Staff</b>	<b>Activity / Discussion</b>	<b>Next Steps</b>	<b>Due Date</b>

## SAMPLE INTRODUCTORY LETTER TO ATTORNEY

5235 South Harper Court, Ste. 700  
Chicago, Illinois 60615  
Telephone: 773-702-8839  
[jhodgson@uchicago.edu](mailto:jhodgson@uchicago.edu)

**James W. Hodgson, J.D.**  
*Director, Gift Planning,  
Trusts and Estates*

March 10, 2021

Jason Grutter  
The Burbank Firm, L.C.  
2312 West Victory Blvd.  
Burbank, CA 91506

Subject: Paul Johnson Trust

Dear Mr. Grutter:

I received your March 1, 2021 correspondence concerning the Paul Johnson Trust. Mr. Johnson's thoughtful inclusion of the University of Chicago in his estate plan for the benefit of the \_\_\_\_\_ SCHOOL/UNIT \_\_\_\_\_ means a great deal. Please know, and let other individuals interested in Mr. Johnson's affairs know, that we are exceedingly grateful.

Future correspondence concerning the Trust administration should be directed to my attention as indicated in the enclosed change-of-address memorandum. Per your request, enclosed is a completed IRS Form W-9 reflecting the University's taxpayer identification number.

You are welcome to contact me at (773) 702-8839 or [jhodgson@uchicago.edu](mailto:jhodgson@uchicago.edu) with any questions or further requests of the University. Thank you and Trustee \_\_\_\_\_ for your time and efforts in fulfilling this bequest.

Regards,

James W. Hodgson

Enclosures

## Sample Bequest Memo

September 25, 2020

To: Ms. Jennifer M. Schillaci  
Office of Gift Administration and Business Data

Subject: Trust Estate of Sandra Smith

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The attached check (copy) in the amount of \$500,000 represents a distribution in satisfaction of the University of Chicago's interest as a beneficiary of the Sandra Smith Trust. Pursuant to the terms of the donor's trust instrument, this bequest is for "The University of Chicago, for the primary use and benefit of its Department of Surgery." These funds should be allocated to *Unclassified Probate Receipts – BSD (Account #XXX)* pending the identification or creation of an appropriate account.

### **[OPTIONAL – IF APPLICABLE]**

As shown in Attachment #4, a bequest expectancy with respect to this donor's estate was recorded in 2010 in the amount of \$500,000 and given fundraising progress credit in the same amount. Accordingly, this distribution does not qualify for FRP credit in FY21 and should be coded as a bequest payment, with the bequest expectancy marked as paid.

Attachments: (1) Check (copy)  
(2) Decedent's Entity Overview  
(3) Excerpt – Sandra Smith Trust  
(4) Bequest Expectancy Overview  
(5) Data for Decedent's Estate Record

cc: Ms. Denise Chan Gans  
Mr. Ronald G. Kosary  
Mr. John R. Kroll  
Ms. Sharon Marine  
Mr. Brett Padgett

OTHER CONTACTS FROM BENEFITTING  
SCHOOL/UNIT

## Sample Notable \$1M+ Bequest Monthly Report

Notable (\$1M+) Realized Bequest Activity in FY21  
as of 2/28/2021

Name of Estate	Date Opened	Expected Amt	Amts Received	Balance	Expected Date	Allocation	Notes
DONOR A	08/2019	\$1.5M	\$1.1M	\$0.4M	FY22	College (Unrestricted)	
DONOR B	10/2019	\$5.0M	\$2.5M	\$2.5M	FY21	Humanities (Unrestricted - \$1M); Booth (Unrestricted as to balance)	FRP Credit Limited by Bequest Expectancy <sup>1</sup>
DONOR C	11/2019	\$2.5M	-0-	\$2.5M	FY21-22	Law School (Endowed Scholarships)	

Questions? Call James Hodgson (2-8839)

<sup>1</sup> Previously assigned \$1,000,000 in FRP credit for the benefit of the Humanities Division (2012 bequest expectancy of \$1,000,000)

# PRACTICAL PLANNED GIVING CONFERENCE SPEAKER EVALUATION

Date: \_\_\_\_\_ Speaker: \_\_\_\_\_

Name (optional): \_\_\_\_\_

Please rate the following:

	Excellent	Good	Neutral	Fair	Poor
<b>I. OVERALL</b>	5	4	3	2	1
Were your major objectives for this session met? Was the content of the session vital, timely, substantive?					
Comments: _____					
_____					

<b>II. RELEVANCE</b>	5	4	3	2	1
Was the subject matter directly related to the requirements of your job?					
Comments: _____					
_____					

<b>III. VALUE</b>	5	4	3	2	1
Do you believe the benefits of this session were worth the time, effort and cost?					
Comments: _____					
_____					

<b>IV. SPEAKER</b>	5	4	3	2	1
How was their presentation style? Did the session move along at the right pace? Did they have appropriate knowledge on the topic?					
Comments: _____					
_____					

<b>V. MATERIALS</b>	5	4	3	2	1
Were the materials clear and organized and appropriately helpful for the session?					
Comments: _____					
_____					

**Vi. What did you like the most about the session?**

\_\_\_\_\_

\_\_\_\_\_

**VI. Any suggestions to improve future sessions?**

\_\_\_\_\_

\_\_\_\_\_

**XII. How many years of gift planning experience do you have?** \_\_\_\_\_