



HANDBOOK FOR BENEFICIARIES

Janney Montgomery Scott LLC

Janney

Trusted Advisors for Generations

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JANNEY MONTGOMERY SCOTT LLC
www.janney.com

The Highest Standard of Success in Financial Relationships

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WHEN YOU NEED US...

The death of a spouse, child, or loved one is both stressful and confusing. It is a difficult time emotionally. Plus, there are legal and financial issues to be dealt with—many right away. What's more, the decisions you make regarding these issues could affect the rest of your life.

That's why we encourage you to step back for a moment...

... gather your thoughts, organize your priorities, and look through the following material. This book has been designed to help you understand which actions you need to take immediately, and which can wait until you've had a little more time to consider your options.

It may be that your loved one made some preparations in advance of his or her death, and perhaps there are wishes he or she wanted you to carry out. If so, the material in this booklet will help you do so smoothly and efficiently. If no preparations were made, this booklet will help you understand the steps you will be expected to take—and when—as well as which steps you can delegate to others, such as friends, family members, your attorney, or other advisors you may have.

To help you organize financial information, this booklet offers income, asset and expenditure worksheets. In addition, to help you determine if you qualify for certain benefits, you will find sample letters you can send to creditors, Social Security, insurance companies and other organizations to which your loved one belonged. Finally, it outlines the different settlement options available to you as beneficiary of a life insurance policy and how to elect one or more of them.

If, after looking through this material, you have questions, concerns or unanswered questions, we encourage you to contact your Financial Consultant. He or she is trained to help you choose a course of action that will best suit your needs and desires.

Janney does not offer tax or legal advice. As such, we recommend that any conclusions that you may draw upon review of this material be reviewed by an attorney, tax authority or whoever you depend upon for legal and tax advice.

... WE ARE HERE TO HELP.

WHERE TO BEGIN?



While there are a number of concerns that will require your immediate attention in the coming days, taking care of your current needs should come first. As time permits, we recommend that you find a few quiet moments to deal with the following “priority issues.”

1. Determine your immediate cash flow needs

Probably the first step you will need to take is to determine how much money you will need to meet your ongoing living expenses. This is especially important if you relied on the deceased’s income, in whole or part, prior to his or her death. The Expense Worksheet on page 34 can help you bring this into better focus.

Because the circumstances surrounding the death of a loved one can be so distracting, it is not uncommon for people in your position to temporarily put off everyday activities, such as paying bills and maintaining the household. But your bills—as well as funeral and other final expenses—still need to be paid.

It is likely that the life insurance policy naming you as a beneficiary was designed to assist with these expenses during this difficult time. And while insurance proceeds should never be viewed as a “windfall,” they can certainly help provide the liquidity needed to help you to pay off debt, keep your bills current and maintain your credit rating and financial integrity.

2. Determine your ongoing sources of income

The next step, closely related to the first, should be to determine your ongoing sources of income. Some income sources may terminate or be reduced following the death of an eligible individual, including income from company pensions, Social Security and annuities. It is possible that the life insurance proceeds left to you by your loved one were intended to make up this potential shortfall. If that is the case, completing the above step can help you determine how much of an income you will require.

- What are some potential sources of income?
 - Income you earn from a job
 - Social Security—yours or the deceased’s
 - Pension benefits—either your own or ongoing payments from the deceased’s former employer
 - Income from a trust
 - Annuities
 - Life Insurance proceeds
 - Earnings from your investment securities

The Income Worksheet on page 35 can help you calculate how much monthly income you can expect to receive from any or a combination of the above sources. This, in turn, can help you determine how to make the best use of the proceeds from your loved one’s insurance policy.

3. Inform the deceased’s employer, clubs and other organizations

Among the first steps you will need to take is to contact the deceased’s employer, as well as any clubs or other organizations to which he or she belonged. It is possible there are company-sponsored life, medical, retirement, or workers compensation benefits to which you or another beneficiary may be entitled. You may also want to contact any credit card companies where your loved one did business, since many of these provide automatic benefits to families following the death of a card member. The sample letters on pages 14 to 15 can be used to begin this process.

4. Contact your bank and other financial institutions

If you and the deceased shared joint bank accounts, you may be temporarily unable to draw funds from these accounts until your bank has received clearance from state tax authorities. Should this be necessary, it shouldn't take more than a few hours. However, be aware that some banks will stop payment on checks following publication of a death notice. Getting these bank accounts released to your name will help you to maintain your credit, allow you access to your financial resources and let you know where you stand.

5. Gather important documents

Another important step is to gather your important papers and documents, including copies of the deceased's will, any insurance policies that he or she may have owned, birth, marriage and death certificates, and copies of real estate deeds. If circumstances prevent you from obtaining these documents, your attorney, a relative, or a friend, can generally pick them up for you.

Initially, the most important document you will need is a certified copy of the deceased's death certificate. For the sake of convenience, you may want to obtain several certified copies, since many benefit providers will not accept faxes or photocopies. You (or your attorney or funeral director) can purchase these from the City or Town Clerk, or the Registrar's office of the city, town or county where the death occurred. To locate and contact municipal offices that can provide you with the information you need, refer to the Blue Pages of your local telephone directory.

6. Contact an attorney

During the probate process, you may have legal and personal questions about matters like claiming benefits. If you have been named executor of the will, you may also need some guidance on how to carry out its directives. An attorney who specializes in probate or estate law will probably be your best source of advice in these matters. If you do not have an attorney, you may want to ask a close friend, business associate, or trusted advisor to recommend one.

7. Don't feel pressured

Lastly, don't make any decisions or pay any bills you don't fully understand. Unfortunately, widows and widowers are often the targets of con artists attempting to deliver or collect on a product or service that was allegedly ordered or purchased by the deceased prior to death. Until you are certain that a transaction is legitimate, you are under no obligation to make payment or accept delivery.

LONG-TERM ISSUES

Once you've taken care of the priority issues outlined above, there are a number of additional issues you will want to address, many of which have long-term ramifications. Probably the most important of these will be evaluating your current financial situation. The worksheets at the end of this booklet have been designed to help you do that.

Identify your existing financial assets

Your financial assets include the various accounts in which you and/or the deceased either saved money or prepared for contingencies like sickness, disability or death. Generally these include:

- Bank accounts
- Investments
- Life insurance
- Trusts
- Retirement plans
- Real estate
- Accounts receivable
- Personal valuables (jewelry, antiques, collectibles, precious metals, etc.).

You can use the worksheets on pages 16 to 24 to record pertinent information relating to each account. In addition to helping you organize your assets, they will provide a good “snapshot” of where you stand financially. If necessary, make additional copies of each worksheet, keep them together and put them someplace that is easily accessible.

Identify your current liabilities

Your current liabilities include the various accounts which you and/or the deceased used to finance or purchase products and services—in other words, your ongoing expenses and existing debt. Generally these include:

- Household bills (utilities, insurance premiums, etc.)
- Property taxes
- Credit cards
- Personal loans
- Automobile loans
- Charitable contributions
- Mortgage payments

Use the worksheets on pages 25 to 33 to record pertinent information relating to each account.

Again, make additional copies and keep them together for easy reference.

Identify your ongoing monthly living expenses

Once you've determined your immediate cash-flow needs and addressed the various issues surrounding your loved one's death, you'll want to take a more detailed look at how much money you will need going forward to meet your monthly obligations and keep your financial house in order. The Expense Worksheet on page 34 should give you a good handle on what it will cost to maintain your household in the months ahead.

LONG-TERM ISSUES, CONTINUED

Change titles of ownership

Once your bank account and any other accounts that you and the deceased shared have been released from joint status, it may be a good idea to change the titles of ownership into your name alone or jointly with another person who may need access to your accounts in case of your incapacity. This has legal and tax implications and the use of a Power of Attorney, general or limited, may be a safer way to better accomplish the goal. Since the rules and regulations governing this procedure vary from state to state and because there are such broad implications, you should check with your attorney for information pertaining to the state in which you live.

Review your personal insurance coverage

You may also want to review your own life insurance program at this time in order to make sure your beneficiary designations are current and that your loved ones are protected. Your Janney Financial Consultant can help you establish a new insurance plan, one that addresses your personal and financial situation and helps you to accomplish your financial objectives.

Make out a new will

One of the most important things you'll need to address is your will. If the deceased is named as beneficiary or heir in your current will, you will want to amend it to reflect the changes that have occurred. As time permits, obtain legal advice from your attorney about wills, trusts and other measures you can take to preserve your estate and pass it on to your beneficiaries smoothly, and with as few tax consequences as possible. Other key topics that you may wish to discuss with your attorney might include Durable Powers of Attorney, Healthcare Powers of Attorney and a Living Will/Advance Medical Directives. Your Janney Financial Consultant can help to advise you on implementing some of these solutions, but you will need an attorney to help you draft a new will or amend your healthcare and trust documents.

Ask for assistance

Finally, though there may be many well-intentioned people offering you advice on how to manage your insurance proceeds, the decisions that you make may ultimately affect the rest of your life. So you want to be very careful. Janney's Wealth Planning Team can help you make decisions by constructing a plan best suited to your needs. To find out more of how Janney can help you, please ask your Financial Consultant.

CONTACTING POTENTIAL SOURCES OF BENEFITS

As noted earlier, many organizations may provide death benefits to members and their families. If the deceased was your spouse, parent, or child and belonged to any clubs or fraternal organizations, or if he or she served in the military or worked for the federal government, you may be entitled to some of these benefits. Many employers also provide benefits that carry over to the families of deceased employees, and it is possible that these benefits may be enhanced if the cause of death was accidental. As a starting point, please review the following list. Then check with your attorney to determine whether you qualify for these or other benefits.

Employer

If the deceased was still employed at the time of his or her death, you will want to contact the employer to determine whether there are any group life, medical, disability or workers compensation benefits to which you are entitled. You also should ask about other benefits or income sources, including:

- Unpaid salary or commissions
- As-yet uncollected reimbursements
- Pension contributions
- Profit sharing balances
- Credit union balances
- Incentive awards
- Accrued sick and vacation pay

When you speak with the employer (or their benefits representative), ask whether the company's health plan will continue to cover you and any family members. Also, ask if there is an option to convert any such benefits to personal coverage. Even if the deceased was retired, if he or she worked for the employer for a number of years, you and your family may qualify for certain benefits.

Life Insurance

More likely than not, as beneficiary of a life insurance policy, you will receive the proceeds free from the probate process and income taxes. The proceeds may not, however, be free from estate taxes. That doesn't mean you shouldn't use them to pay off debt or meet your monthly living expenses, but you should keep in mind that, unless the deceased

named you or someone else as owner of the policy, the face amount of coverage (the "death benefit") will be included as part of his or her Federal taxable estate. That taxable estate may have Federal taxes owed on it, and you may need to provide the liquidity the estate will need to settle its expenses, including taxes.

Before you receive policy benefits, you will be asked to select a "settlement option." Settlement options are simply methods for receiving the proceeds from the policy. Different options are available, ranging from a lump-sum payment to payments stretched out over a specified period of time. Selecting the right settlement option is important. Your Janney Financial Consultant will be happy to review your options with you, and as always, you are encouraged to seek advice from your tax advisor and/or attorney.

Note: It is possible that the deceased owned a whole life insurance policy for years, only to let it "lapse" when the coverage it provided was no longer required. If this is the case, you may still qualify for benefits under the policy's reduced "paid up" or "extended term" insurance options. Your Janney Financial Consultant will be happy to review these options with you.

Social Security & Railroad Benefits

If the deceased paid into the Social Security system, a spouse may be eligible for the following: full benefits at full retirement age; reduced benefits as early as age 60; a lump-sum benefit; or ongoing monthly income benefits for children under 19. There may be additional benefits available for children (minors, which can include natural children, step children, grandchildren or adopted children, as well as disabled adult children) of the deceased worker's Social Security benefits. However, these are not initiated automatically. You must apply for them, and any delay on your part could result in a loss of some or all of the benefits to which you may be entitled. To determine which benefits, if any, you qualify for (and to obtain the forms you will need to apply for them) make an appointment with your nearest Social Security office as soon as possible.

CONTACTING POTENTIAL SOURCES OF BENEFITS, CONTINUED

If the deceased worked for a railroad for 10 years or more, you may be eligible for Railroad Retirement benefits instead of Social Security. Your nearest Social Security office can also give you more information on this.

Government Employee

If the deceased was employed by the federal government, you and your children may be eligible for benefits like group insurance, a pension plan and medical insurance from the Civil Service Commission.

Local and state governments also provide benefits to survivors of employees. For more information on these, you will need to contact your state and local agencies. In all cases, you will need to enclose a certified copy of the death certificate before benefits will be paid.

Veterans' Benefits

If the deceased was a member of the armed forces, it is possible that funeral expenses, as well as a cash allowance for the purchase of a headstone, will be provided by the Veterans Administration (VA). There may also be additional death benefits available, depending upon the circumstances. Also worth noting is that in the event of the death of a spouse, the surviving spouse may be entitled to benefits that were not available to the deceased person themselves during their lifetime. The VA will require a number of forms and documents before making these benefits available. You can contact the VA, as well as obtain addresses and information, online at www.va.gov or by calling the VA's Survivors' Call Center at 800-749-8387.

Memberships

If the deceased was a member of a union, professional or trade association, service organization, automobile club, fraternity, sorority or alumni association, you may be eligible for benefits that include group life insurance, pension plans and medical benefits. Some credit card companies also offer these benefits. Many organizations will return any unused portion of a member's dues following his or her death, and some set aside special funds for the families of deceased members. If

you're unsure whether these benefits are available, ask your attorney to look over the deceased's membership papers with you.

Settling the Estate

Trusts

A trust is a legal agreement or entity that is set up to manage or invest assets for one or more beneficiaries. Trusts can be set up at any time. The deceased may have created a trust while he or she was alive; he or she may have stipulated the creation of a trust to take effect upon death; or you may want to create a trust to manage any insurance proceeds or assets received from the estate of the deceased. Certain types of trusts may be generally used to reduce or eliminate taxes, control assets and/or provide for individuals who may be unable to manage their own finances. Other types of trusts, such as Living Revocable Trusts, were designed while the deceased was alive to serve other purposes after they are gone; such as appointing individuals to manage assets and property, provide for the needs of minors and those incapable of managing the assets themselves, and to avoid probate and eliminate delays in property distribution. If you have questions about an existing trust, the different kinds of trusts available to you, or about establishing a trust for yourself, contact an attorney or your Financial Consultant. He or she can help answer your questions.

Estate taxes are generally due when the value of a deceased's estate exceeds the current amount exempt from Federal Estate Tax. Married individuals, as long as both are U.S. citizens, may avoid estate taxes altogether by leaving their assets to their spouse—a section of tax law called the “unlimited marital deduction.” However, estate taxes will be due when the surviving spouse dies. All estates can benefit from a regular review of your plans, your testamentary documents (such as your will and any trust documents), and your current beneficiary designations. Please contact your Janney Financial Consultant to arrange for us to review your plans.

CONTACTING POTENTIAL SOURCES OF BENEFITS, CONTINUED

Some states may levy an “inheritance” tax on non-spousal beneficiaries, with percentages and exemptions based on your relationship to the deceased. If you’re not familiar with the tax laws in your state, ask your attorney or a trust officer for up-to-date information. Your Financial Consultant can also show you ways to reduce or eliminate the amount of estate taxes that your beneficiaries will have to pay.

What if there is no will?

If your loved one died without leaving a will (“intestate”), the distribution of his or her estate will depend upon the probate laws of the state in which he or she lived. If you are in this situation, you may find this to be a lengthy and expensive process which could result in some unpleasant and unfortunate surprises. For example, depending on the state in which you live, you may only be entitled to a portion of your loved one’s estate. If he or she has children who are still living, you may be forced to split the estate with them equally — even if doing so runs contrary to your loved one’s wishes. Other states allow you to inherit everything with no provision made for children — again, regardless of what the deceased may have wanted. If you are unsure of the laws of your state, ask your attorney to review them with you.

Probate

Probate is the legal process that you and/or your attorney will need to initiate to authenticate (or, “prove”) the deceased’s will. Probate authorizes the executor of a will to dispose of it according to the deceased’s wishes, as well as pay taxes and other debts out of estate assets. Everything that is transferred from the deceased to a beneficiary through a will is subject to probate. Some assets, such as retirement plans, insurance and annuity accounts, may allow a beneficiary to be designated and thereby avoid probate. However, if these assets are not assigned a specific beneficiary (or beneficiaries), their assets will be included in the probate process, which may take nine months or longer to complete, depending upon the complexities of the estate. If the size of the deceased’s estate is small and there are no creditors, some states allow for

an expedited probate process. In many cases, it is helpful to have a probate attorney ensure that the estate is properly settled.

Notice of your loved one’s death must be given to creditors, who are then entitled to a certain period of time to make claims. This period varies from state to state, but be prepared to wait several months for all existing claims to be filed. Your attorney may advise you not to pay any claims until you are certain that the claims are legitimate and there are sufficient funds to cover them.

Some assets avoid probate, including life insurance and annuity benefits when paid directly to a beneficiary, as well as anything you held jointly with rights of survivorship, including bank accounts, investments and real estate. Assets distributed from a living trust also avoid probate. If you’re uncertain about what is and isn’t subject to probate, ask your executor or an attorney who specializes in probate law.

If it is determined that the deceased’s estate is subject to estate taxes, the tax generally must be paid, in cash, within nine months following death. Taking time to inventory the deceased’s assets and liabilities will help you determine the value of the estate, and how best to allocate your insurance proceeds. Janney’s Wealth Planning Department is available to help with this process. Please ask your Financial Consultant for details on how to create a Financial and Estate Plan.

Qualified Disclaimers:

A special consideration that warrants discussion is whether or not you wish to accept the assets that are being left to you. A disclaimer is an irrevocable and unqualified refusal to accept ownership of an interest in property. Some of the circumstances in which this may be advisable include avoidance of taxes in association with gifts, renunciation of assets to cause them to pass to grandchildren for generation skipping transfer situations, and equalizing of estates. You do have the ability to refuse to accept property so long as your disclaimer of this property is qualified under the Tax Code. However, in order to qualify, the disclaimant (which

CONTACTING POTENTIAL SOURCES OF BENEFITS, CONTINUED

may be you) cannot have accepted interest in the property disclaimed or any of its benefits. Any acceptance is considered ownership and would disqualify the disclaimer.

This is an area in which care should be taken not to accidentally disqualify a disclaimer. If it is possible that you may disclaim property from an estate, you need to consult legal advice to prevent losing the use of this powerful estate planning tool.

COMMONLY ASKED QUESTIONS AND ANSWERS

Q: My spouse let his or her whole life insurance policy lapse several years ago, but we paid premiums on it for many years. Could there still be coverage?

A: There may be. Most whole life insurance contracts have non-forfeiture provisions that are triggered when the policyholder stops paying premiums prior to the maturity of the contract. The two most common provisions are “reduced paid-up” death benefits and “extended term” insurance. Reduced paid-up coverage is the amount of life insurance that can be purchased using the net cash value available in the policy on the day of default. Extended term coverage keeps the policy in force temporarily as term insurance. The death benefit will depend on the net cash value of the policy on the day of default.

Q: What kind of Social Security benefits do I qualify for, and when can I receive them?

A: Depending upon the year you were born and your work status, you’ll most likely qualify for Social Security benefits sometime between your 65 and 67. You can also collect a reduced amount of benefit beginning at age 62. When your spouse dies, you may be entitled to his or her benefits, though the exact amount you receive will depend upon your age. If divorced, you still may be entitled to a portion of your former spouse’s benefits.

Q: My spouse died without a will, but it was his or her intention to leave everything to me. How do I make certain that his or her wishes are carried out?

A: Unfortunately, if your spouse died without a will, the disposition of his or her estate will be governed by the laws of the state in which he or she lived. Some states divide a deceased’s assets equally between the surviving spouse and any children. Other states make no provision for children. Administering the estate of an individual who has died without a will can be costly and time-consuming, and may not ultimately reflect the final wishes of the deceased. To this end, the importance of drafting a will cannot be overstated.

Q: I was covered under my spouse’s group health insurance plan. Will that coverage continue?

A: This depends upon the type of coverage the employer was providing and, in some cases, on the size of the employer. The employer or its benefits administrator can provide you with details about continuation of coverage. Your Janney Financial Consultant can also help you obtain this information.

Settling the affairs of a loved one can be difficult, stressful and time-consuming

Our goal in preparing this handbook has been to help make that process a little easier and more orderly. Now that the process is under way, we’d like to continue our relationship with you by providing answers, assistance and access to the quality products and services you’ve come to expect from Janney.

Our commitment is helping our clients and their families to pursue their personal and financial objectives. Our associates and home office staff are always ready to answer your questions, help you to plan for the future and help you to protect your family, business, and loved ones against loss.

We offer access to a wide range of financial and insurance products. In addition, our superior research teams, Wealth Management specialists and Financial Consultants are trained in various aspects of the business and can help you to accomplish your financial objectives now and provide for the future of your loved ones.

We hope that you will take advantage of the many services Janney can provide for you. We look forward to helping you with your future needs.



APPENDICES

CHECKLIST OF IMPORTANT DOCUMENTS AND ACTIONS

<input checked="" type="checkbox"/> To Do	Date Completed
<input type="checkbox"/> Obtain copies of the last will and testament of the deceased	/ /
<input type="checkbox"/> Obtain copies of the death certificate	/ /
<input type="checkbox"/> Obtain the deceased's Social Security number	/ /
<input type="checkbox"/> Gather all insurance policy(s)/certificates	/ /
<input type="checkbox"/> Obtain copies of:	/ /
<input type="checkbox"/> Survivors' birth certificates	/ /
<input type="checkbox"/> Marriage license	/ /
<input type="checkbox"/> Trust agreement(s)	/ /
<input type="checkbox"/> Divorce decree	/ /
<input type="checkbox"/> Business agreement(s)	/ /
<input type="checkbox"/> Banking records	/ /
<input type="checkbox"/> Stocks, bonds, and/or certificates	/ /
<input type="checkbox"/> Accounts payable and receivable	/ /
<input type="checkbox"/> Income tax return (s)	/ /
<input type="checkbox"/> W-2 forms	/ /
<input type="checkbox"/> Other records of earnings	/ /
<input type="checkbox"/> Real estate deeds	/ /
<input type="checkbox"/> Military discharge papers	/ /
<input type="checkbox"/> Veterans Administration claim numbers	/ /
<input type="checkbox"/> Installment loan booklets	/ /
<input type="checkbox"/> Credit card numbers	/ /
<input type="checkbox"/> Automobile registration	/ /
<input type="checkbox"/> Service contracts	/ /
<input type="checkbox"/> Membership cards	/ /
<input type="checkbox"/> Complete financial worksheets	/ /
<input type="checkbox"/> Contact deceased's employer	/ /
<input type="checkbox"/> Contact bank	/ /
<input type="checkbox"/> Contact Social Security	/ /
<input type="checkbox"/> Contact insurance company(s)	/ /
<input type="checkbox"/> Contact clubs and organizations	/ /
<input type="checkbox"/> Transfer accounts/credit cards to own name	/ /

SAMPLE LETTERS

Use the following sample letters to apply for benefits, or to determine whether you qualify. Your letter should be brief and to the point.

To the deceased's employer

Attention: Human Resources/Benefits Department

To Whom it May Concern:

My husband/wife, [Name], who was an employee of your company, died on [date].

Would you kindly forward me information about any benefits, such as group life, pension funds, retirement plans, accrued vacation or sick time, disability pay, terminal pay allowance, gratuity payments, unpaid commissions, bonuses, expense reimbursements or other benefits for which [Name] may have qualified?

Would you also let me know if there are supporting documents you may need, or forms that I am required to submit, in order to collect these benefits?

Thank you for your immediate attention to this matter.

Sincerely,

To Social Security

To Whom it May Concern:

My husband/wife, [Name], died on [date].

I would like to schedule a meeting with a representative to discuss filing a claim for any benefits that may be due to me and my family. I would prefer to meet on [date and time]. If that is not possible, please contact me at your earliest convenience to schedule an appointment. Also, please let me know what records you will need in order to process payment of benefits (for example, birth and death certificates, marriage license, Social Security numbers, etc.)

Thank you for your prompt attention to this request. I look forward to hearing from you.

Sincerely,

SAMPLE LETTERS

Use the following sample letters to apply for benefits, or to determine whether you qualify. Your letter should be brief and to the point.

To the insurance company

Re: Policy number 0000000

To Whom it May Concern:

Please be advised that my husband/wife, [Name], insured under the above policy number, died on [date].

As the policy beneficiary, I request that you forward claim forms and instructions to me at your earliest convenience. I would also like to exercise my rights to select a settlement option.

Please find attached a certified copy of the insured's death certificate, dated [date]. Please also search your files for any other policies or accounts [name] may have had with your company.

Thank you for your immediate attention to this matter.

Sincerely,

To credit card companies & other organizations

Attention: Member Services / Customer Service

To Whom it May Concern:

My husband/wife, [Name], [a member of your organization] or [owner of credit card number 000-000-000], died on [date].

Would you kindly forward me information about any benefits, such as group life, annuity, disability, accident, or other benefits available to [members] [card members] for which [Name] may have qualified?

Would you also let me know if there are supporting documents you need, or forms I am required to submit, in order to collect these benefits?

Thank you for your immediate attention to this matter.

Sincerely,

BANK ACCOUNTS

Name of bank	Account number
Address	
Telephone	Name of contact
Type of account*	Current balance \$

Name of bank	Account number
Address	
Telephone	Name of contact
Type of account*	Current balance \$

Name of bank	Account number
Address	
Telephone	Name of contact
Type of account*	Current balance \$

Name of bank	Account number
Address	
Telephone	Name of contact
Type of account*	Current balance \$

* Checking, savings, money market, joint, individual, joint and survivor, IRA.

INVESTMENTS

Type of investment	Broker or Company
Address	
Telephone number	Contact
Where are shares/certificates held?	
Account number	Approximate value
Original investment date	Amount originally invested
How are dividends/earnings dispersed?	
<input type="checkbox"/> Reinvested <input type="checkbox"/> Paid in cash <input type="checkbox"/> Re-invested elsewhere <input type="checkbox"/> Other	

Type of investment	Broker or Company
Address	
Telephone number	Contact
Where are shares/certificates held?	
Account number	Approximate value
Original investment date	Amount originally invested
How are dividends/earnings dispersed?	
<input type="checkbox"/> Reinvested <input type="checkbox"/> Paid in cash <input type="checkbox"/> Re-invested elsewhere <input type="checkbox"/> Other	

Type of investment	Broker or Company
Address	
Telephone number	Contact
Where are shares/certificates held?	
Account number	Approximate value
Original investment date	Amount originally invested
How are dividends/earnings dispersed?	
<input type="checkbox"/> Reinvested <input type="checkbox"/> Paid in cash <input type="checkbox"/> Re-invested elsewhere <input type="checkbox"/> Other	

Total Investments \$

LIFE INSURANCE

Company	
Address	
Policy number	Death benefit \$
Policy owner	Type of coverage*
Premium mode** and amount	Policy date
Current cash value	Amount of any policy loans
Agent/Broker	Telephone
Beneficiary	Location of policy
Riders or special provisions***	

Company	
Address	
Policy number	Death benefit \$
Policy owner	Type of coverage*
Premium mode** and amount	Policy date
Current cash value	Amount of any policy loans
Agent/Broker	Telephone
Beneficiary	Location of policy
Riders or special provisions***	

Total Life Insurance \$

* Individual whole life, term, universal, paid up, single premium, group

** Annual, semi-annual, quarterly, monthly, check-o-matic

*** Waiver or premium, long-term care, "other insured" riders, other

TRUSTS

Grantor	Trustee
.....	
Beneficiary(ies)	
.....	
Date of trust / /	Amount
.....	
Type of trust	
.....	
Location of funds and/or documents	
.....	
Contact	Telephone
.....	
Purpose of trust	
.....	

Grantor	Trustee
.....	
Beneficiary(ies)	
.....	
Date of trust / /	Amount
.....	
Type of trust	
.....	
Location of funds and/or documents	
.....	
Contact	Telephone
.....	
Purpose of trust	
.....	

Grantor	Trustee
.....	
Beneficiary(ies)	
.....	
Date of trust / /	Amount
.....	
Type of trust	
.....	
Location of funds and/or documents	
.....	
Contact	Telephone
.....	
Purpose of trust	
.....	

Total Trusts	\$
.....	

RETIREMENT PLANS

Grantor	Trustee
.....	
Company	
.....	
Address	
.....	
Trustee or Benefits Director	Telephone
.....	
Broker or Money Manager	Telephone
.....	
Type of plan	Account number
.....	
Approximate value \$	Payout provisions** \$
.....	

Grantor	Trustee
.....	
Company	
.....	
Address	
.....	
Trustee or Benefits Director	Telephone
.....	
Broker or Money Manager	Telephone
.....	
Type of plan	Account number
.....	
Approximate value \$	Payout provisions** \$
.....	

Grantor	Trustee
.....	
Company	
.....	
Address	
.....	
Trustee or Benefits Director	Telephone
.....	
Broker or Money Manager	Telephone
.....	
Type of plan	Account number
.....	
Approximate value \$	Payout provisions** \$
.....	

Total Retirements Plans	\$
--------------------------------	-----------

***Lump sum, annuity, lifetime, joint and full survivorship, period certain, other*

ACCOUNTS RECEIVABLE

Type of account*	Amount of loan \$
Name of debtor	Telephone
Address	
Account number (if any)	
Date of loan / /	Payment frequency
Collateral (if any)	
Location of loan documents	
Interest rate	Current loan payoff amount \$
Type of account*	Amount of loan \$
Name of debtor	Telephone
Address	
Account number (if any)	
Date of loan / /	Payment frequency
Collateral (if any)	
Location of loan documents	
Interest rate	Current loan payoff amount \$
Type of account*	Amount of loan \$
Name of debtor	Telephone
Address	
Account number (if any)	
Date of loan / /	Payment frequency
Collateral (if any)	
Location of loan documents	
Interest rate	Current loan payoff amount \$
Total Accounts Receivable	\$

*Personal loan, student loan, auto loan, business or family loan, other

TOTAL ASSETS

Bank Accounts	\$
Investments	\$
Life Insurance Proceeds	\$
Trusts	\$
Retirement Plans	\$
Real Estate	\$
Accounts Receivable	\$
Personal Valuables	\$
Other Assets	\$
Total worth	\$

HOUSEHOLD BILLS (UTILITIES, INSURANCE PREMIUMS, ETC.)

Creditor (type of bill) _____
Address _____
Contact _____
Telephone _____
Average amount of bill \$ _____ Bill frequency _____
Date due / / _____ Account number _____

Creditor (type of bill) _____
Address _____
Contact _____
Telephone _____
Average amount of bill \$ _____ Bill frequency _____
Date due / / _____ Account number _____

Creditor (type of bill) _____
Address _____
Contact _____
Telephone _____
Average amount of bill \$ _____ Bill frequency _____
Date due / / _____ Account number _____

Creditor (type of bill) _____
Address _____
Contact _____
Telephone _____
Average amount of bill \$ _____ Bill frequency _____
Date due / / _____ Account number _____

Creditor (type of bill) _____
Address _____
Contact _____
Telephone _____
Average amount of bill \$ _____ Bill frequency _____
Date due / / _____ Account number _____

HOUSEHOLD BILLS, CONTINUED

Creditor (type of bill) _____
Address _____
Contact _____
Telephone _____
Average amount of bill \$ _____ Bill frequency _____
Date due / / _____ Account number _____

Creditor (type of bill) _____
Address _____
Contact _____
Telephone _____
Average amount of bill \$ _____ Bill frequency _____
Date due / / _____ Account number _____

Creditor (type of bill) _____
Address _____
Contact _____
Telephone _____
Average amount of bill \$ _____ Bill frequency _____
Date due / / _____ Account number _____

Creditor (type of bill) _____
Address _____
Contact _____
Telephone _____
Average amount of bill \$ _____ Bill frequency _____
Date due / / _____ Account number _____

Creditor (type of bill) _____
Address _____
Contact _____
Telephone _____
Average amount of bill \$ _____ Bill frequency _____
Date due / / _____ Account number _____

LIABILITIES WORKSHEET
CREDIT CARDS

Credit card company	Account number
Address	
Expiration date / /	Issued to (name)
Current balance \$	Monthly payment \$
Date due / /	
Individual(s) authorized to sign	

Credit card company	Account number
Address	
Expiration date / /	Issued to (name)
Current balance \$	Monthly payment \$
Date due / /	
Individual(s) authorized to sign	

Credit card company	Account number
Address	
Expiration date / /	Issued to (name)
Current balance \$	Monthly payment \$
Date due / /	
Individual(s) authorized to sign	

Credit card company	Account number
Address	
Expiration date / /	Issued to (name)
Current balance \$	Monthly payment \$
Date due / /	
Individual(s) authorized to sign	

Credit card company	Account number
Address	
Expiration date / /	Issued to (name)
Current balance \$	Monthly payment \$
Date due / /	
Individual(s) authorized to sign	

LIABILITIES WORKSHEET
VEHICLE LOANS

Name of bank/lienholder _____
Address _____
Contact _____ Telephone _____
Account number _____ Current balance \$ _____
Payment amount \$ _____ Frequency _____
Date due / / _____ Vehicle make & model _____

Name of bank/lienholder _____
Address _____
Contact _____ Telephone _____
Account number _____ Current balance \$ _____
Payment amount \$ _____ Frequency _____
Date due / / _____ Vehicle make & model _____

Name of bank/lienholder _____
Address _____
Contact _____ Telephone _____
Account number _____ Current balance \$ _____
Payment amount \$ _____ Frequency _____
Date due / / _____ Vehicle make & model _____

Name of bank/lienholder _____
Address _____
Contact _____ Telephone _____
Account number _____ Current balance \$ _____
Payment amount \$ _____ Frequency _____
Date due / / _____ Vehicle make & model _____

Name of bank/lienholder _____
Address _____
Contact _____ Telephone _____
Account number _____ Current balance \$ _____
Payment amount \$ _____ Frequency _____
Date due / / _____ Vehicle make & model _____

MORTGAGE PAYMENTS

Name of bank/mortgage company _____
Address _____
Contact _____ Telephone _____
Account number _____ Current balance \$ _____
Interest rate _____ % Payment amount _____
Frequency _____ Date due / / _____
Type of property _____
Property address _____

Name of bank/mortgage company _____
Address _____
Contact _____ Telephone _____
Account number _____ Current balance \$ _____
Interest rate _____ % Payment amount _____
Frequency _____ Date due / / _____
Type of property _____
Property address _____

Name of bank/mortgage company _____
Address _____
Contact _____ Telephone _____
Account number _____ Current balance \$ _____
Interest rate _____ % Payment amount _____
Frequency _____ Date due / / _____
Type of property _____
Property address _____

PROPERTY TAXES

Subject property

Property address

Taxing authority

Address of taxing authority

Contact

Telephone

Account number

Date due / /

Amount of payment \$

Frequency

Homestead exemption Yes No

Subject property

Property address

Taxing authority

Address of taxing authority

Contact

Telephone

Account number

Date due / /

Amount of payment \$

Frequency

Homestead exemption Yes No

Subject property

Property address

Taxing authority

Address of taxing authority

Contact

Telephone

Account number

Date due / /

Amount of payment \$

Frequency

Homestead exemption Yes No

PERSONAL LOANS

Purpose of loan

.....

Creditor

.....

Address

.....

Contact

.....

Telephone

.....

Account number

.....

Interest rate

..... %

Original loan amount \$

.....

Current balance \$

.....

Amount of payment \$

.....

Frequency

.....

Date due / /

.....

Cosigner name (if any)

.....

Collateral (if any)

.....

Purpose of loan

.....

Creditor

.....

Address

.....

Contact

.....

Telephone

.....

Account number

.....

Interest rate

..... %

Original loan amount \$

.....

Current balance \$

.....

Amount of payment \$

.....

Frequency

.....

Date due / /

.....

Cosigner name (if any)

.....

Collateral (if any)

.....

Purpose of loan

.....

Creditor

.....

Address

.....

Contact

.....

Telephone

.....

Account number

.....

Interest rate

..... %

Original loan amount \$

.....

Current balance \$

.....

Amount of payment \$

.....

Frequency

.....

Date due / /

.....

Cosigner name (if any)

.....

Collateral (if any)

.....

CHARITABLE CONTRIBUTIONS

Name of charity

Address

Contact Telephone

Amount of contribution \$ Frequency

Purpose of charitable contribution

Name of charity

Address

Contact Telephone

Amount of contribution \$ Frequency

Purpose of charitable contribution

Name of charity

Address

Contact Telephone

Amount of contribution \$ Frequency

Purpose of charitable contribution

Name of charity

Address

Contact Telephone

Amount of contribution \$ Frequency

Purpose of charitable contribution

Name of charity

Address

Contact Telephone

Amount of contribution \$ Frequency

Purpose of charitable contribution

OTHER LIABILITIES

Type of debt

Name of creditor/payee

Address

Contact

Telephone

Account number

Current balance \$

Amount of payment \$

Frequency

Date due / /

Type of debt

Name of creditor/payee

Address

Contact

Telephone

Account number

Current balance \$

Amount of payment \$

Frequency

Date due / /

Type of debt

Name of creditor/payee

Address

Contact

Telephone

Account number

Current balance \$

Amount of payment \$

Frequency

Date due / /

Type of debt

Name of creditor/payee

Address

Contact

Telephone

Account number

Current balance \$

Amount of payment \$

Frequency

Date due / /

EXPENSE WORKSHEET

<i>Expense</i>	<i>Fixed or Variable</i>		<i>Monthly Payment</i>	<i>Total Annual Cost</i>
Home mortgage	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Property taxes	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Utilities (Heat)	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Telephone	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Electric	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Cable/Satellite TV	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Homeowners insurance	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Auto insurance	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Life insurance	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Health insurance	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Income taxes	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Social Security taxes	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Car payment	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Gasoline	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Car repair	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Credit card payment	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Credit card payment	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Credit card payment	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Child care	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Retirement plan	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Investments	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Vacation savings	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Membership dues	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Educational expenses	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Personal loan	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Groceries	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Church/Charity	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Clothing	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Total Expenses			\$	\$

INCOME WORKSHEET

<i>Income Source</i>	<i>Fixed or Variable</i>		<i>Monthly Earnings</i>	<i>Annual Earnings</i>
Ongoing employment	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Social Security	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Company pension	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Income from a trust	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Annuity income	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Life insurance proceeds	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Disability payments	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Other	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Other	<input type="checkbox"/> Fixed	<input type="checkbox"/> Variable	\$	\$
Total Income			\$	\$
Total Expenses				
(from Expense Worksheet previous page)			\$	\$
Total Income Need			\$	\$
OR Difference To Be Saved/Invested			\$	\$



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