



www.k4fc.org/estate-planning-workbook

The LARA Estate Planning Workbook

Name: _____

Call Sign: _____

Date Prepared: _____

Signature: _____

Important note: This workbook is intended to help you plan ahead for the inevitable Silent Key status that we all will someday share. It is the best advice that we can give you. However, this is in no way a replacement for formal estate planning, nor is it legal advice. Your state may have slightly different estate laws than others do. We encourage you to seek legal assistance to ensure that the process we broadly describe in this document is handled appropriately.

Introduction

The saying goes, “Live every day as if it was your last, because one day, you will most certainly be right.” No one knows when the end of the road will come, but planning for that event is a very important part of life. Once you have departed, there may be many questions that will go unanswered, and the answers that your executor, family, or friends seek will be guesses at best. The way to avoid the added stress and uncertainty of handling your estate is to do some formal estate planning.

Estate planning sounds like something reserved for the wealthy. It most certainly is not. Estate planning prepares for more than becoming a Silent Key; it also can be used to plan for the possibilities of disability and incapacity. Though these are things we don’t want to think about, planning in advance is an important exercise.

There are four basic parts to estate planning:

- Last Will & Testament
- Power of Attorney
- Healthcare Proxy
- Living Will

This planning document addresses only a small part of writing your will. Again, all of these details can be discussed with and prepared by an attorney. We encourage you, if you have not already done so, to seek one out and work with them.

There are three aspects of your amateur radio estate that this document explores:

- How to handle your station and its many assets
- Exploring your desire to leave behind a legacy by which fellow hams can remember you
- Using part or all of your station assets to support amateur radio causes

More Help

As you go through completing this workbook, if you are confused or concerned and need help with something amateur radio-related, LARA can connect you to someone in our Organization who specializes in assisting with your needs. Do not hesitate to ask for help. Email sk@k4fc.org



How This Workbook Is Organized

This book is intended to be a workbook. It is going to guide you through the various aspects of dealing with your amateur radio station that your estate will need to handle. Your station may be simple or complex. There may be things about your station that you've never thought of as being important. Here is a list of things you may want to consider planning the disposition of:

- HF radios and amplifiers
- VHF/UHF radios and amplifiers
- Antique radios and equipment
- Accessories: microphones, headphones, keys, tuners, meters, switches, and preamps
- Kits: commercial or homebrew kits that have personal meaning to you
- Antennas and supports
- Computers and associated equipment
- Recognition and personal effects: awards, plaques, certificates, logbooks, and QSLs
- Photos, videos, or films of yourself participating in amateur radio
- Coax, connectors, parts, basic tools, and other equipment

The workbook has sample blank forms for equipment descriptions, lists, etc. They are also available at www.k4fc.org/estate-planning-workbook for downloading. The more information you can provide about the disposition of your station, the easier it will be on those handling it for you and your family. This workbook also provides a simple form of insurance. It helps to ensure that the value of your amateur radio estate will be realized and not put at risk by an auctioneer or estate/garage sale organizers inexperienced with reselling ham gear.

Worksheets: Forms and Lists

The Worksheets

Depending on how much time and effort you can put into this project, we have provided you with two types of documents: lists and forms. Lists are easy to do. Simply write things down with the basic details and move to the next item.

The forms are more detailed. In this case, you'll be creating a page for every item. This makes keeping your list easier to update, and it provides the opportunity to record far more information. This information might include if you're the first owner of an item, any known problems with the item, any repairs or modifications done, or even something special about the item, like a story about the piece or a previous owner. The form approach allows you to give more information that adds to the ability to get better value for the item.

There's also a mixed approach. Perhaps you can use a list for items you want gifted, donated, or disposed of, while the items to be sold can have more detailed forms describing them. It is completely up to you. Any work that you put into documenting your amateur radio estate is helpful!



Making It Count

Somewhere in your will you should make a special notation that you have this workbook, dated and signed by you, that represents your wishes with regard to your amateur radio station. Some states call this a Memorandum of Personal Property Distribution. Make sure your executor knows about this workbook and the attached lists and/or forms you have prepared. It would be best to keep them together in a folder.

Equipment Description Form

This form is meant to be detailed. You may want to consider creating one page for every piece of equipment you have. On this form you can include a picture of the item, serial number, date purchased, place of purchase, what you paid for the item, what the estimated value of the item is, whether there's a manual available for the item, what condition the item is in, and any other information known about the item's background or circumstances.

Pricing Your Gear

Important note: Most of these worksheets provide you the opportunity to include an estimated value of the item. You are encouraged not to guess or set an unrealistically high value because the item is important or special to you. There are numerous websites — such as eBay.com, QRZ.com Swapmeet, swap.qth.com, and eham.net/classifieds, to name a few — where you can research recently sold prices. Use those listings to determine a fair value. Antique or rare items will require more work.

List of Items to Be Given Away

This is a simple list of items you'd like to give away, and to whom they should go. Keep in mind that the recipient might not want the item or cannot move the item, so creating an alternate plan (such as noting "or to my local club the Lake Amateur Radio Association (LARA)" might be useful.

List of Items to Be Sold

This is a straightforward list of items to be sold. The estimated value is important to help your estate determine the asking price. If you do not want to be bothered with the research that may be required for every item, you may just want to indicate "eBay" for the price on the less important pieces, and your trusted helper can place those items on eBay to get the highest offer for each.

List of Items to Be Donated

This is an important list for you to review with your financial planner or tax preparer. Your estate may be able to take a deduction for the value of the items that are donated, depending on the tax status of the entity to whom they are being donated. Here, the estimated value may not be as critical as that of the items to be sold, but it should represent the fair market value.

List of Items to Be Discarded

We hams love to accumulate, and the longer you've been a ham, the more likely the accumulation is quite impressive! There may be things like spools of very old coax and cable, or boxes of junk parts you've picked up over the years. These items are perfect candidates for disposal.

Trusted Assistance

When any estate goes to deal with assets that are considered specialty or collector, they need to rely on someone with knowledge and experience to deal with those assets. If those items have not been made known to the executor, a simple liquidation sale or auction may take place, yielding far less than the true value of the specialty or collectable items. Amateur radio equipment certainly falls into this category.

Part of this exercise is for you to determine who is a trusted person your executor and family could call on for help with handling your station in the ways you put forth in your worksheets. This may be a family member who is a ham, a local friend, or perhaps someone from the local club the Lake Amateur Radio Association (LARA). The goal is to have someone who you can trust to come to know you and the way you want your station to be handled. It would be very helpful to discuss this workbook with the trusted helper(s) you select. It's also important to take the time to introduce the trusted helper(s) to your family so that they feel comfortable and share your trust in the helper(s).

Important note: Dealing with amateur radio antennas, and especially towers, is probably going to require a professional to get involved. This is going to cost money. You should research and prepare in advance for how your antennas and towers should be handled. Look for recommendations from local hams. Put together a plan and estimated cost for what it would take to bring everything down to the ground, and then you can indicate on your worksheets how those items should be disposed of.

Use the space below to indicate your executor, one or more trusted helpers, and if you have a specialist (like a tower company) who you want to make note of:

Name / Address

Phone / Email

EXECUTOR

_____	_____
_____	_____

HELPER

_____	_____
_____	_____

HELPER

_____	_____
_____	_____

SPECIALIST

Silent Key Chairman at the Lake Amateur Radio Association (LARA) sk@k4fc.org



Planning Your Legacy

What is the meaning of life? How do you want your life to be remembered? Creating legacy gifts in your name after you've become a Silent Key is a way for fellow hams to recognize you and remember you for many years to come. These gifts can take many forms. Common ways might be to create a scholarship fund in your name to be administered by LARA. Another way might be to bequeath a donation to the Club where physical recognition, such as a plaque or building inscription, can be made in your name.

Supporting an Amateur Radio Cause

Every year, LARA receives a few checks completely out of the blue. These donations are unexpected. In most cases, we never spoke to the donor during their life, and although we are honored to receive such substantial gifts, we have missed the opportunity to get to know the donor and what about amateur radio was important to them.

LARA offers donors, through their estate, many opportunities to give to the cause of amateur radio.

Other Considerations

Once you've become a Silent Key, your friends in the community will want to hear of your passing. It is most helpful to have your estate send a notice of your passing to LARA and the FCC so that records can be properly updated, and announcements made. Here are the two places to contact:

LARA

This information may be emailed to sk@k4fc.org.

FCC

Submit the cancellation request through the FCC's e-support web page at www.fcc.gov/wireless/available-support-services (click on "Submit a help request").

Conclusion

Though completing this workbook can offer you peace of mind, the task isn't truly for you. It is for those who you will be leaving behind. Handling the loss of a loved one is difficult at best, and many times completely devastating. When and how your amateur radio station assets are handled will involve sensitive decisions for your family. The time you spend completing this workbook and accompanying worksheets will make their job far less stressful, and they'll rest assured knowing that they're doing it exactly how *you* wanted it done.





Name:	Equipment Description Inventory Worksheet Number:	Date:
Call Sign:		Category:

Item Number	Mfr	Model Number	Description	Current Estimated Value	Original Purchase Price	Location
1	Drake	TR-4	HF Xcvr	\$300	\$500	Basement

Detailed Item Description (including photo):

Mint condition; refurbished in 2005.

Liquidation Preference:

To be sold; eBay.

Signature:

Date:



Name:	Equipment Description Inventory Worksheet Number:	Date:
Call Sign:		Category:

Item Number	Mfr	Model Number	Description	Current Estimated Value	Original Purchase Price	Location

Detailed Item Description (including photo):

Liquidation Preference:

Signature:
Date:



Items to Be Given Away

Item	Recipient	Alternate Plan
1.		
2.		
3.		
4.		
5.		
6.		
7.		
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17.		
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21.		
22.		
23.		
24.		



Items to Be Sold

Item	Estimated Value	Instructions
1.		
2.		
3.		
4.		
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11.		
12.		
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16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		



Items to Be Donated

Item	Recipient	Estimated Value
1.		
2.		
3.		
4.		
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9.		
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11.		
12.		
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24.		



Items to Be Discarded

Item for Disposal
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