

# Legacy Plan Worksheet

## Introduction

You may have the most effective business plan and operation in your industry. You may achieve amazing business and financial success, but without addressing the risks you face from outside influences daily, you will not be doing your job as leader of your company for your employees nor your family.

## Legacy planning roadmap

The legacy planning process involves a lot of moving parts. This roadmap serves as a checklist to give you a bird's-eye view of the process to help you think through your risks and the "what if scenarios" you face regularly.

## The basics

The tax structure of my company is \_\_\_\_\_

The tax structure has been this since \_\_\_\_\_

The ownership breakdown is \_\_\_\_\_

The ownership has been like this since \_\_\_\_\_

## In Case of Emergency

### Upon shareholder death:

(You may identify the people involved with the process of transition both operationally, legally and fiscally. You may also consider the detailed concerns and steps)

### Upon shareholder disability:

(Same as above, only dealing with physical or mental disability)

## Key Points — In Case of Emergency

### In my shareholder agreement

(Look for existing provisions, add, expand or edit as needed)

### In my buy-sell agreement

(Look for existing provisions, add, expand or edit as needed)

## Insurances

(List out all insurance coverages and key provisions)

## Shareholder's face amount

(Should be aligned with need, buy-sell, key operational losses)

## Valuation of company

(Include date of last valuation)

## Disability

(Any coverages to match up with previous plan)

## Beneficiary and why

## Planning transition

(Details around transition unrelated to the unforeseen incidents)

Age to stop working daily? \_\_\_\_\_

What year will that be? \_\_\_\_\_

How many years to prepare? \_\_\_\_\_

Who internally can operate?

Who internally can "buy"?

How prepared are you to leave operationally?

How prepared are you to leave financially?

## Establishing the steps

(Create the steps you will next need to do to get this plan more fully intact. You may want to consider adding the first couple steps to your Action Planning Worksheets)

1. Example: Create operation plan by \_\_\_\_\_

2. Example: Evaluate internal owner transition by \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Worksheet provided by Dan Crowley, Peer Executive Groups