

Estate Administrator Guide

for

Fred E. Mac

and

Fannie Mae

Date: February 29, 2008

This booklet should assist you in the administration of our estate. It consists of three parts. The first provides personal information that may be useful. The second contains information pertaining to assets and liabilities, and the third provides our desires pertaining to funeral arrangements.

### Part I - Personal Information

<b>Fred E. Mac (SSAN: 123-45-6789)</b> <b>Fannie Mae (SSAN: 987-65-4321)</b> <b>987 S. State St.</b> <b>Anytown, Nevada 12345</b>		<b>Current Job:</b> <b>King Kong Industries</b> <b>123 N. Main St.</b> <b>Anytown, Nevada 12345</b>	
Freddie's State of Domicile: Nevada		Basis for claiming this state: Own home and have full-time employment in state.	
<b>Freddie's Date and Place of Birth:</b> January 1, 1965 Monroe, Michigan (a copy of Birth Certificate is located in fire safety box.)			
Passport No. 123456789	Date and City of Issuance: March 4, 2021 American Consulate, Frankfurt am Main, Germany		Expiration Date: March 3, 2031
Date and Place of Marriage: December 31, 1995; Las Vegas, Nevada A copy of Certified Marriage Certificate is located in fire safety box			
<u>Previously Married To:</u> Heather Primm	<u>Date and Place of Marriage:</u> July 1, 1979; Wyandotte, MI	<u>Date and reason for Divorce:</u> Aug. 22, 1986; Irreconcilable Differences	
A copy of Certified Divorce Decrees are located in fire safety box			
Fannie's State of Domicile: Ohio		Basis for claiming this state: Born and raised in Toledo	
<b>Fannie's Date and Place of Birth:</b> July 4, 1966 Toledo, Ohio (a copy of Birth Certificate is located in fire safety box.)			
Passport No.: 987654321	Date and City of Issuance: May 9, 2018 Los Angeles, California		Expiration Date: May 9, 2028
<u>Previously Married To:</u> John Smithson	<u>Date and Place of Marriage:</u> Dec. 19, 1974; Washington DC	<u>Date and reason for Divorce:</u> Dec. 16 1990; Irreconcilable Differences	
A copy of Certified Divorce Decree and Translation is located in fire safety box			

List of Automatic Deposits and Bill Pay:	
Service Credit Union (Personal Account):	Bank of America (Business Account):
Air Force Retirement Pay (DFAS deposit)	CenturyLink (phone and internet)
ANPAC (auto Insurance)	EarthLink E-mail accounts
ANPAC (life Insurance policies for grandkids)	Google (cloud storage)
Atlas Group (condo rental income)	A+ Mini-Warehouse (storage room fee)
Charles Schwab IRA Investments	T-Mobile (cell phones)
Costello Solar (Tesla Power)	
City of Las Vegas Sewer	
Las Vegas Valley Water District	
NV Energy	
Republic Services Trash	
Social Security	
Springboard Condo HOA Fees	
VA Disability Compensation	

## Part II - Assets and Liabilities

Checking, Savings, and Investments		
Company or Organization	Phone	Account #
Nevada State Bank 3800 W Sahara Ave. Las Vegas, NV 89102	1-702-436-7254 1-800-936-7730	123456789 (Savings) 234567891 (Checking)
Bank of America PO Box 798 Wichita, KS 67201 Fidelity Destiny II Plans 4100 S. Hulen St. Fort Worth TX 76103	1-800-944-0404  1-800-443-2104	985455458 (Checking)  6665544848-0 1112224445-0 (Roth IRA) 3333344445-1 (Roth IRA)

US Savings Bonds (located in fireproof safe) :					
Serial #	Series	Denomination	Issue Date	Final Maturity	Issue Price
C001234567i	I	\$100	09/2002	09/2032	\$100.00
C001234568i	I	\$100	08/2002	08/2032	\$100.00
C001234569i	I	\$100	07/2002	07/2032	\$100.00
C001234510i	I	\$100	06/2002	06/2032	\$100.00
C001234511i	I	\$100	05/2002	05/2032	\$100.00
R987654321EE	EE	\$200	07/2001	07/2031	\$100.00

Schedule of Real Estate		
Property Address or Location:	Mortgage Co.	Account #
12345 Hollywood Blvd Las Vegas NV 89115 Acquired: May 27, 1994 Price paid: \$83,705 Parcel #124545454 Block 66 Lot 14 Calvada Valley Unit 149 9999 Hilltop Ave. Pahrump, NV 89041	Chase Manhattan Mortgage Corp. 200 Old Wilson Bridge Road Worthington, Ohio 43085-8500 1-800-848-9136 Price paid: \$11,000 No Mortgage Acquired: Feb. 21, 1997	123456789 Payment: \$681.36  N/A
<b>Contacts for Taxes and Property Ownership Issues:</b>	Clark County Assessors Office 500 S Grand Central Parkway Las Vegas, NV 89106 (702)-455-3882	Nye County Assessors Office 250 N. Hwy. 160 Pahrump, NV 89048 (775)-727-5423

Rental Property:	
9999 Town Center Dr. #1010 Las Vegas, NV 89145  Town Center Condominiums Homeowners Association 10000 W. Tropicana Rd #100 Las Vegas, NV 89113  (702) 8888-1111, ext. 4567 Account #234567	<b>Managed by:</b> Steve Smith Classic Management and Sales 12345 N. Nellis Blvd. Las Vegas, NV 89115  (702) 555-8888 (main) (702) 555-1111 (switchboard) (702) 555-9999 (fax)
<b>Credit Cards</b> (Note: Accounts may or may not have outstanding balances)	

Company or Organization	Phone	Account #
Citibank MasterCard Box 6000 The Lakes, NV 89163-6000	1-800-950-5114	1234-5678-9102-3456
First USA Bank Visa P.O. Box 8651 Wilmington, DE 19899-8651	1-800-759-0294	6030-1234-5678-9102

Miscellaneous Information		
Certified copy of DD form 214 (Military Discharge Certificate) located in fireproof safe		
Defense Finance and Accounting Service (DFAS) US Military Retirement Pay 8899 E 56TH Street Indianapolis, IN 46249-1200	Ph. (800) 321-1080	SSAN: 123-45-6789 Air Force Retired Pay
US Department of Veterans Affairs VBA Pecos Veterans Assistance Office 6900 North Pecos Rd. Room 1C301 North Las Vegas, NV 89086	Ph. (800) 827-1000	SSAN: 123-45-6789 Disability Compensation
List of passwords located on flash drive in fireproof safe		
Las Vegas Review Journal	1-702-383-0400	
Air Force Times - Circulation Dept.	1-800-424-9335	
U.S. Department of Education Direct Loan Program P.O. Box 4609 Utica, NY 13504-4609	1-800-848-0979	Student Loans Acct #: 123456789





Personal Property in Storage:		
A+ Mini-Warehouse 12345 S Decatur Blvd Las Vegas, NV 89102 (702) 888-9999	Storage Unit #13-45-B	Gate Code: *1234# NOTE: Code in and out to disarm and set alarm.

Vehicle Information:				
Year	Make	Model	VIN	Plate
1985	Harley	CXLH Sportster	1HD14356HD1234344	AF9999
2003	Thor	Wagoner 32TTC	4XTFN32222C234567	87654X
2009	Dodge	Nitro	1B3HB28C59D000003	XYZ-987
2017	Dodge	Ram 1500	3C6UR5CLXHG00002	ABC-123

<b>Vehicle and Home Insurance:</b>		
USAA Insurance (Member Number 012345678) 9800 Fredericksburg Rd. San Antonio, TX 78288	Ph. 800-531-8722 (USAA)	Home Policy 987654321A

<b>Life Insurance</b>		
American National Life Insurance Co. Contact: Joe Smith 123 W. Lake Mead Blvd, Suite 100 Las Vegas, NV 89128 Ph. (702) 258-4567	Ph. (702) 258-4488	Call for policy numbers.
American Bankers Life Assurance Co. 11222 Quail Roost Dr. Miami, FL 33157-6596	1-305-253-2244	Chase Manhattan Mortgage Acct: 444455556666-0 \$1,000 (accidental death)
Legionnaire Insurance Trust Customer Service P.O. Box 26720 Phoenix, AZ 85068	1-800-235-6943	\$1,000 (accidental death) Cancer policy EA+ Emergency Assistance
Airline Tickets - \$250,000	Contact the Credit Card Company that tickets were purchase with	

<b>Military and Veterans Death Benefits</b>		
Serviceman's Group Life Insurance - \$400,000 Survivor Benefits - \$6,000 Back Pay and Allowances	Contact Finance Office	
Veterans Group Life Insurance - \$100,000	1-800-419-1473	Policy Number A123456789

Gun Information (Combination to Gun Safe: 123456)			
Make and Model	Caliber	Serial Number	
Harrington & Richardson (H&R) Model: 650	.22lr .22 mag	AX011111	
Ruger Model: MK II	.22lr	18-333333	
Ruger Model: 10/22 Carbine	.22lr	116-44444	
Walther Model: P22	.22lr	Z77777	

Initials: \_\_\_\_\_

### **PART III - Mortuary Panning**

This is an expression of my preferences and desires regarding the disposition of my remains and other arrangements at the time of my death. Please recognize that this was accomplished primarily to make things easier for you and to make my thoughts known.

At the time of death, I prefer a conventional burial to be carried out at the ABSOLUTE LOWEST COST possible. I should be buried in a plain pine box, as anything more is a waste of money. As I have said on numerous occasions, once I am buried, my body becomes nothing more than "worm food" and has no bearing on my soul. There is no sense in spending any more than necessary, as the money would be better spent taking care of my wife.

I also request the following:

- To be buried in a National Cemetery.
- A government furnished headstone or marker.
- A Military Honor Guard.

I do not wish to have an autopsy, unless required by law.

I do wish to be an organ donor and have stated the same in my will. Any and all parts of my body may be used, at the discretion of my executor.

I request that no flowers be purchased. In lieu of that, monetary contributions should be made to The American Red Cross.

I request to have a closed casket for the general public, and that, if viewable, only my immediate family should be allowed to view my remains.

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Fred E. Mac

December 14, 2024