POLICY: Estate Of Records
Effective: 9/05/03
Revised 3/01/04
ANDI Version 7.1

Objective: To facilitate more accurate gift reporting, to prevent loss of information when deceased entity records are converted to estate entity records, and to provide the UT System Planned Giving Office with greater involvement in and control over estate transactions.

Handling of “Estate Of” Records: The Knoxville Gift Records Office estate specialist, under the guidance of the Director of Planned Giving, will create all new “Estate of” entity records. No “Estate of” entity record may be created without the Director’s express approval and no “Estate of entity record may be created in ANDI by anyone other than the Knoxville estate specialist. Once an “Estate of” entity record exists, gifts may be posted and deposited by any campus after the Director of Planned Giving has been notified. The Knoxville Gift Records Office estate specialist should be consulted for technical guidance during the posting.

Establishing New “Estate of” Records: When either (1) an entity dies and we know UT is to receive under the will or (2) we learn from the estate or probate court that UT will receive under a will, then all pertinent information should be forwarded to the Director of Planned Giving. Under the Director’s guidance the Knoxville Gift Records Office estate specialist will decease the entity and create the new “Estate of” record in ANDI. The following information should be sent to the Director via fax (865-974-1020) or e-mail (lfriedland@tennessee.edu).

- All backup documents.
- Deceased entity’s Id number.
- Deceased entity’s death information (i.e., date of death, newspaper clipping, etc.)
- Address for the Estate of record, including name and phone number of the executor or personal representative, if known.

Gifts from the Estate:
Each campus may deposit and post Estate gifts on the “Estate of” entity records. All “Estate of” gifts must be posted to the Estate of record, not the deceased entity’s record. Before a gift is posted in ANDI, notify the Director of Planned Giving by e-mail (lfriedland@tennessee.edu) or phone (865-974-2115). After the gift has been posted, the person posting the gift must send the following information to the Knoxville Gift Records Office by fax (865-974-4250):

- All backup information received (i.e., copy of the check, letter/memo, etc.)
- “Estate of” entity Id number.

Resource concerning “Estate of” entity records:
Lynn Bryant is the Gift Records Office estate specialist. Lynn is a resource to all staff, system wide, on all “Estate of” entity record and gift questions. She can be reached at:
Office Phone: (865) 974-2524
E-mail Address: lbryant@tennessee.edu
Fax: (865) 974-4250
Establishing “Estate of” Records:

1. The deceased entity will be deceased by using the normal deceasing procedure.

2. A new entity will be added for the “Estate of Joe Smith”. The record will be setup with the following criteria:
   a. The new Estate of record will be created as a “person” record.
   b. If we know who the executor/personal rep is (whoever is sending us the money from the estate) then that person's name and address will be added as a “Business” address.
   c. A record type of “Estate of (Alum)” or “Estate of (Friend)” will be added. The Estate of (Alum) code will only be used if the deceased entity is an alumnus-grad or alumnus-no grad.
   d. The last name will read “Estate of (the deceased entity’s name)”. If the Estate of name is too long, the name will be separated by putting the Last name in the Last name field and then Estate of (the deceased first name) in the first name field.
   e. In the Salutation field, Estate of (deceased entity’s name) will be entered.
   f. The gender code will be “Unknown”.
   g. A marital status will be added as “Unknown”.
   h. A mail control code will be added of “W” Wants No Contact.
   i. A covering account will be established for the Estate as primary donor and the deceased entity as associated or covered donor. This gives the deceased entity recognition credit for estate gifts.
   j. A new club row of $NC will be added with the status field being “Informational”.
   k. A new “lookup name” row will be added with the deceased entity's original name.

3. On the deceased entity’s record,
   a. A new “lookup name” row will be added with “Estate of (deceased entity’s name)” in the Last Name, Rpt Name, Mail Name and Sort Name fields. This is to make certain that anyone who does a lookup will find both the person and the estate regardless of what name they use for the lookup).
   b. An alert will be added the deceased record. The alert will read:

Do not post gifts from this entity’s estate on this record. Post gifts on the estate’s record, entity ID #(estate of entity id). The deceased entity will automatically receive recognition credit for all gifts posted to the estate’s entity record.