

ESTATE PLANNING WORKSHEET

This worksheet is a very important step in the estate planning process. By accurately completing this worksheet you will be providing me with much of the background information concerning your estate which will assist me in providing the highest level of service to you.

Once you have completed the worksheet you may either send it to me prior to our initial meeting or bring it with you. If you are unsure as to a question or a particular response, simply mark the question and we will discuss it at our meeting.

CLIENT BACKGROUND INFORMATION

Name (w/middle initial) _____ Age ____ D.O.B. _____

Spouses Name (w/middle initial) _____ Age ____ D.O.B. _____

Occupation: _____ Spouse's Occupation _____

Address: _____

Telephone: _____ (Cell) _____ (Work)

E-Mail Address: _____

Are you and your spouse United States citizens? _____

Family:

Children: _____ Age ____ D.O.B. _____

Please indicate: (1) If children are by a previous marriage, stepchildren or adopted; and (2) the address of children not living with you.

Parents (if living):

Brothers/Sisters:

Age _____

Age _____

Age _____

Age _____

FIDUCIARIES

1. Personal Representative: Please list, in order of preference, who you would like to serve as Personal Representative of your estate. The Personal Representative is the person who handles your financial affairs and administers your estate after your death.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>ADDRESS</u>	<u>DATE OF BIRTH</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Guardian: If you have any children under the age of 18, please list, in order of preference, who you would like to serve as Guardian of any minor children. The guardian is the person who will raise and care for your children until they reach the age of 18.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>ADDRESS</u>	<u>DATE OF BIRTH</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Age for Children's Trust to Terminate: _____ (22 or 25 are common ages depending upon the size of your estate and whether you anticipate graduate school.)

3. Trustee: Please list, in order of preference, who you would like to serve as Trustee of any trusts. Normally married couples nominate the other spouse as their first choice. Whomever you choose, the person selected should be reasonably skilled at managing financial matters.

NAME	RELATIONSHIP	ADDRESS	DATE OF BIRTH
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL FAMILY CONSIDERATIONS

Prior marriages: _____

Children of prior marriages: _____

Handicapped child or other beneficiary (mental or physical): _____

Beneficiaries with special needs or problems: _____

Any other family concerns or issues you may have: _____

FAMILY ADVISERS

	NAME	ADDRESS	PHONE NUMBER
Accountant	_____	_____	_____
Insurance agent	_____	_____	_____
Stockbroker	_____	_____	_____
Physician	_____	_____	_____
Other	_____	_____	_____

PROPERTY DISPOSITION

1. Special Bequests: This is where you specify specific gifts to specific people(Please attach a list if necessary)

2. General Bequests-(Residuary Estate) Who shall receive the remainder of your estate? Please specify a primary beneficiary along with several alternates.

ASSETS

Item	\$Value/Amount	How held?(Husband, Wife or Jointly)
Cash	\$ _____	_____
Checking accounts	\$ _____	_____
Savings accounts	\$ _____	_____
Other bank accounts	\$ _____	_____
Securities		
Stock(company/shares)	\$ _____	_____
US Bonds	\$ _____	_____
Mutual funds	\$ _____	_____
Other	\$ _____	_____
Personal Property		
Household goods	\$ _____	_____
Jewelry	\$ _____	_____
Apparel	\$ _____	_____
Other	\$ _____	_____

Real Estate

Home \$ _____

Recreational \$ _____

Investment \$ _____

Other \$ _____

Business Holdings

Briefly describe business:

Corporation, LLC, Partnership? _____

Best estimate of fair market value \$ _____

Retirement

IRA, Profit Share, 401K. etc \$ _____

Specify primary and alternate beneficiary designation _____

IRA, Profit Share, 401K. etc \$ _____

Specify primary and alternate beneficiary designation _____

Insurance and Annuities

Type (term, etc) _____ \$ _____

Specify primary and alternate beneficiary designation _____

Type (term, etc) _____ \$ _____

Specify primary and alternate beneficiary designation _____

Inheritance

Do you or your spouse expect to receive any inheritance within the next 10 years?
_____ . Best estimate of amount \$ _____.

Other assets not listed above:

Type		
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

LIABILITIES

Mortgages	\$ _____	_____
Car loans	\$ _____	_____
Personal loans	\$ _____	_____
Business loans	\$ _____	_____
Life Insurance loans	\$ _____	_____
Other	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

MISCELLANEOUS

Estate planning concerns: Briefly list specific concerns you may have. (examples are concerns about probate, taxes, a particular child, squabbling, attorney fees, etc.)

Questions: You may use this space to list any questions that you want me to address.

- 1.
- 2.
- 3.
- 4.

Cremation/Funeral Arrangements/Cemetery? _____