

ESTATE PLANNING WORKSHEET

Information provided is held in complete confidence, and is used for the sole purpose of analyzing estate planning needs and designing estate planning documents.

The information requested on this worksheet may seem like *none of our business*, but it is very important that an estate planner understands your present situation and your wishes for the future. This information enables us to plan the estate to accomplish future goals and to save on taxes and administrative expenses.

If you are married and all information on this worksheet is identical for you and your spouse, complete only one worksheet. If information for each spouse differs, make a copy of this worksheet so each spouse has a separate one. Unmarried couples may use the worksheet just as married couples, but please be sure to insert correct marital status as it significantly affects application of tax rules.

For those of you who are single, we apologize for phrasing everything based on husband and wife. This is for simplicity of the form only. To complete this worksheet, please fill in the wife's blanks if you are female and the husband's blanks if you are male. Estate planning is very important for singles as well as couples. Plan of distribution for singles is not obvious and most or all assets will be probated since joint tenancy with a spouse is not an available method of avoiding probate.

	Date _____	Phone Number _____	
HUSBAND	First _____	Middle Initial _____	Last _____
	Date of Birth _____	Social Security Number _____	
WIFE	First _____	Middle Initial _____	Last _____
	Date of Birth _____	Social Security Number _____	
	Street _____	City _____	State _____ Zip _____
	County _____		
	Email _____		

Marital Status: Married Divorced
 Separated Single (including widowed and not remarried)

What is your primary motivation for considering estate planning? (*Select one or more*)

- Probate avoidance
- Guardianship for minor children
- Business or farm planning
- Federal estate tax planning
- Other: _____

How soon would you like to complete planning? Is there a specific deadline, such as an upcoming trip, surgery, etc.?

	Husband	Wife
Do you presently have a will?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you presently have a trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you interested in avoiding probate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were there any previous marriages?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there children not from your current marriage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any of your children or other beneficiaries have disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you own a farm or business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do any of your children work in the business with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, does the child working in the business have an ownership in the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a U.S. citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you entered into any agreements with your spouse (such as a prenuptial or community property agreement)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you or any family members or potential beneficiary have any serious health problems? Yes No Yes No

If yes, please describe briefly:

Do you own LTC (nursing home) insurance policy? Yes No Yes No

Do you hold everything jointly with your spouse, or is some property separate?

- All joint (except IRA's, pensions, etc.)
 Some property is separate (brought into marriage and kept separate)

NET WORTH: If you added the value of all property owned by yourself and your spouse including real estate, personal property, bank accounts, stocks, bonds, IRAs, and anything else you own except death benefits on life insurance, what is the approximate total value of the estate of yourself and your spouse?

What is the value of death benefits on life insurance?

Husband _____ Wife _____

What is the total amount of your outstanding liabilities?

INCOME/ASSET/LIABILITY INFORMATION

Please list your income/asset/liability information in the appropriate category below.
Attach a separate page if necessary.

	Husband	Community/Joint	Wife
<u>INCOME:</u>			
Monthly Income, employment	_____	_____	_____
Social Security Income	_____	_____	_____
Pension Income	_____	_____	_____
Other Monthly Income	_____	_____	_____

Type of Asset	Title in Which Held (Husband sole, Wife sole, Joint with spouse, Joint with third party, Tenants in common, etc.)	Current Value
REAL ESTATE (Include type of property e.g., residential, agricultural, commercial, or manufacturing)		
Personal Residence		
Vacant Land		
Other:		
LIQUID ASSETS (Include Account Number and Where Held)		
Cash on Hand		
Government and Publicly Traded Securities		
Unlisted Securities (Not Publicly Traded)		
Money Market Accounts		
Equity in Business <input type="checkbox"/> Sole Prop. <input type="checkbox"/> Partnership		
Notes and Loans Receivable		
Checking Accounts		
Savings Account		
Certificates of Deposit		

Type of Asset	Title in Which Held (Husband sole, Wife sole, Joint with spouse, Joint with third party, Tenants in common, etc.)		Current Value	
	Automobiles			
Other Personal Property				
Annuities	Owner	Beneficiary	Current Value	
IRAs				
Pension/Profit Sharing				
Life Insurance			Cash Value	Death Benefit
Other Assets				
LIABILITIES	Name Loan Taken In: (Husband, Wife, etc.)		Amount Owed	

CHILDREN OR OTHER BENEFICIARIES

Name	Address	Date of Birth	Relationship

GIFT TAX RETURNS

Have gift tax returns ever been filed to report gifts made? _____ *If YES, please bring copies of the returns to your appointment.

APPOINTMENTS

- 1. **HEALTH CARE POWER OF ATTORNEY AGENT.** Who should be named to make medical decisions on your behalf including decisions regarding medical consents, life support issues, and nursing home admission if you were unable to make these decisions yourself? (Frequently, the primary agent is the spouse.) It is not necessary to appoint the same person who is your successor trustee or personal representative as your health care agent.

HEALTH CARE POWER OF ATTORNEY AGENT:

RELATIONSHIP TO YOU:

ADDRESS:

ALTERNATE HEALTH CARE POWER OF ATTORNEY AGENT:

RELATIONSHIP TO YOU:

ADDRESS:

- 2. **FINANCIAL POWER OF ATTORNEY AGENT.** If you are disabled and cannot make financial decisions, your agent, again usually your spouse, can make those decisions.

FINANCIAL POWER OF ATTORNEY AGENT:

RELATIONSHIP TO YOU:

ADDRESS:

ALTERNATE FINANCIAL POWER OF ATTORNEY AGENT:

RELATIONSHIP TO YOU:

ADDRESS:

3. **PERSONAL REPRESENTATIVE.** The will should name a personal representative to probate the estate. (Personal representative is also sometimes referred to as executor or administrator.) (E.g., spouse as primary personal representative, with a child, relative, friend, or corporate trustee as alternate. In second marriage situations, spouse as primary personal representative may not be appropriate.)

PERSONAL REPRESENTATIVE:

RELATIONSHIP TO YOU:

ADDRESS:

ALTERNATE PERSONAL REPRESENTATIVE:

RELATIONSHIP TO YOU:

ADDRESS:

2ND ALTERNATE PERSONAL REPRESENTATIVE: [OPTIONAL]

4. **SUCCESSOR TRUSTEE.** If you choose to avoid probate of your estate by executing a living trust during lifetime, a successor trustee should be named. The successor trustee would be responsible for managing assets if you were unable, or in the case of a joint trust, if neither you nor your spouse were able, to manage assets due to incompetence. The successor trustee would distribute assets to beneficiaries after death, or in a joint trust, when neither you nor your spouse survives.

SUCCESSOR TRUSTEE:

ALTERNATE SUCCESSOR TRUSTEE:

2ND ALTERNATE SUCCESSOR TRUSTEE*:

* Only if you chose individuals instead of a corporate trustee. The trustee(s) will act if you are disabled or if you are deceased and your children are minors.

PLAN OF DISTRIBUTION

1. **SPECIFIC GIFTS.** Do you want to make charitable gifts, such as to a house of worship or other institution? Do you wish to make a special gift to a particular person, such as a piece of jewelry to a particular child?

2. Briefly describe where you would want assets remaining after any specific gifts are distributed. (Don't worry about tax planning or other considerations in answering this question. We'll consider those details later if needed.)

- All to spouse; then equally between children, and if a child didn't survive, the deceased child's children would take the share of the deceased child.
- All to spouse, then equally between surviving children
- All to spouse, then

As follows:

3. **ULTIMATE DISTRIBUTION.** You might want to provide for the distribution of your property if neither you, your spouse, nor your children/other beneficiaries named above survive.

PLEASE COMPLETE THIS SECTION ONLY IF YOU HAVE MINOR BENEFICIARIES OR BENEFICIARIES WITH DISABILITIES

- 1. GUARDIAN.** If you have minor children or a beneficiary with special needs, you may need to appoint a guardian. The guardian is responsible for the day-to-day care of the child. It is a good idea to name an alternate guardian to act if your first choice cannot serve.

GUARDIAN:

RELATIONSHIP TO YOU:

ADDRESS:

ALTERNATE GUARDIAN:

RELATIONSHIP TO YOU:

ADDRESS:

- 2. AGE OF DISTRIBUTION.** If you do establish a trust to allow a third party to manage assets for beneficiaries, then it is necessary for you to decide when the beneficiaries will be mature enough to manage assets on their own. You may want to give each beneficiary his or her share at the time the beneficiary reaches a particular age. You may consider splitting the distribution, such as $\frac{1}{2}$ at age 25 and the balance at age 30, or $\frac{1}{3}$ at 25, $\frac{1}{3}$ at 30, and $\frac{1}{3}$ at 35. You may use any age or combination of ages that you choose. You may also design any scheme you feel is appropriate.
