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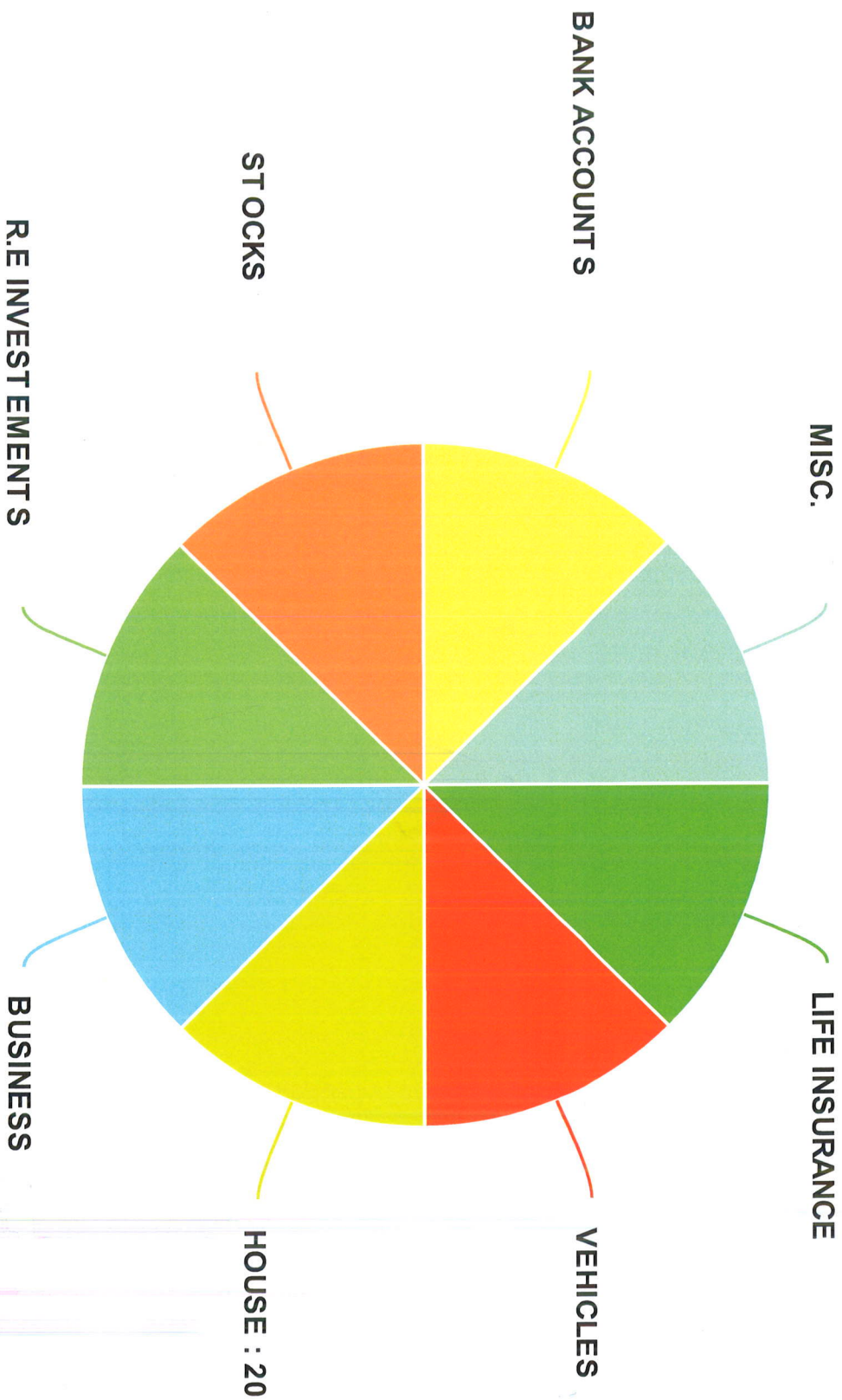
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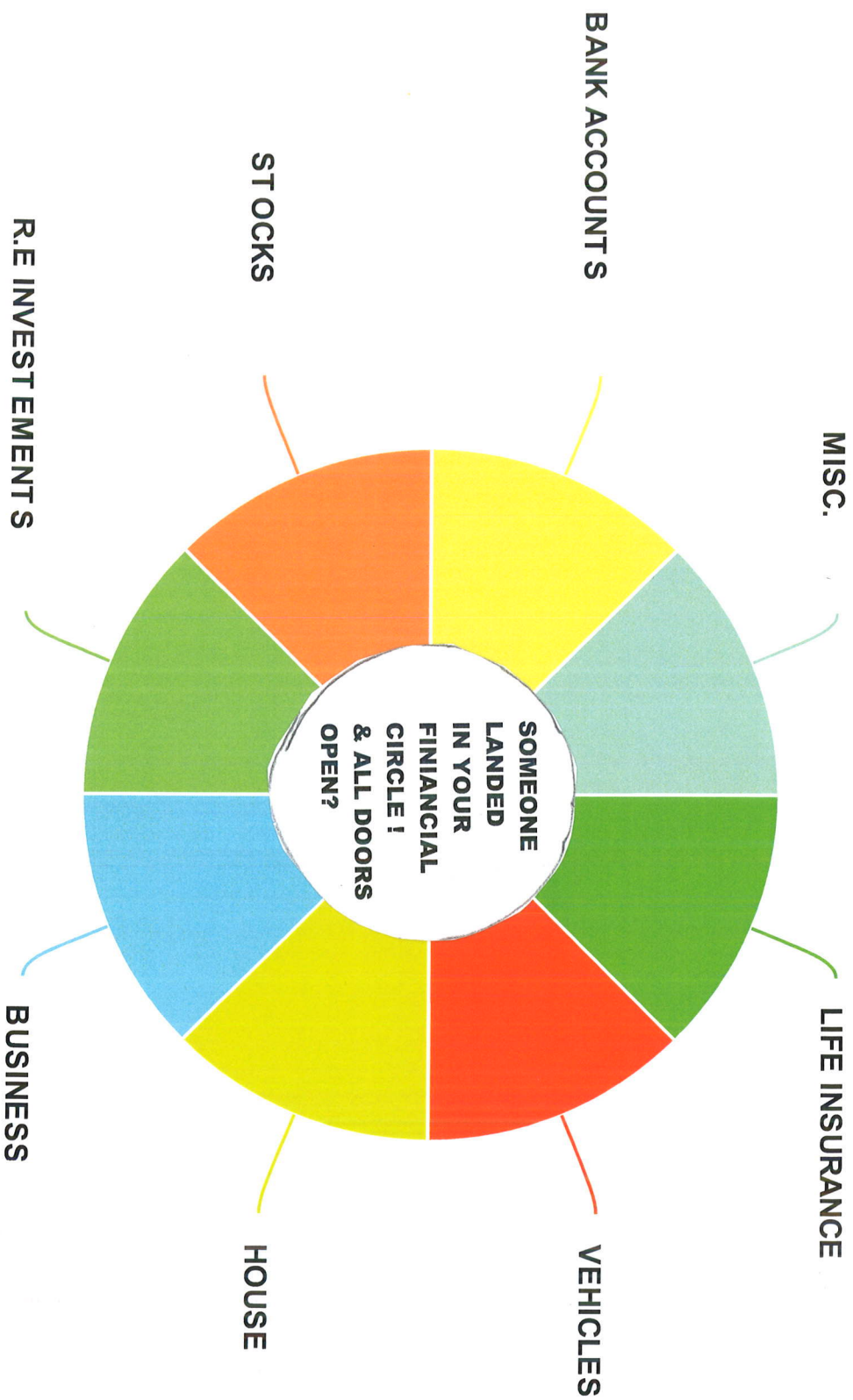
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## **FAMILY TRUST (CLOSED ALL DO NOT ENTER)**



# NO FAMILY TRUST (OPEN ALL CAN ENTER 4 UR ASSETS)



# 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: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Are you and your spouse United States citizens? \_\_\_\_\_

### Family:

Children: \_\_\_\_\_ Age \_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_ 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 Family 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 chose. Whomever your choose, the person selected should be reasonably skilled at managing financial matters.

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

**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**

	<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NUMBER</u>
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Accountant \_\_\_\_\_

Insurance agent \_\_\_\_\_

Stock broker \_\_\_\_\_

Physician \_\_\_\_\_

Other \_\_\_\_\_

## PROPERTY DISPOSITION

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

**2. General Bequests-(Residuary Estate)** Who shall receive the remainder of your estate?

### ASSETS

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



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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?** \_\_\_\_\_

