

Date: _____

CONFIDENTIAL ESTATE PLANNING QUESTIONNAIRE

PART 1: Family Information and Asset Summary

A. Basic Information

Full Legal Name: _____

Other names used: _____

Occupation / Business: _____

Employer: _____ Work Telephone: _____

Cell Phone: _____ E-mail: _____

Social Security No.: _____ Citizenship: _____

Date of Birth: _____ Birthplace: _____

B. Primary Residence / Mailing Address

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Home Telephone: _____

C. Parents (living and deceased)

NAMES	STATE / COUNTRY OF RESIDENCE	LIVING / DECEASED

D. Siblings (living and deceased)

NAMES	STATE / COUNTRY OF RESIDENCE	LIVING / DECEASED

E. Children/Other Beneficiaries (i.e. nieces and nephews)

NAME	ADDRESS	1) DATE OF BIRTH 2) CITIZENSHIP	NAMES OF CHILD'S PARENTS IF THEY ARE NOT YOUR CHILDREN
		1) 2)	
		1) 2)	
		1) 2)	
		1) 2)	
		1) 2)	

F. Military Service

Do you have rights arising out of military service?

	NOTES	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SERIAL NUMBER		
BRANCH OF SERVICE / DATE OF DISCHARGE		
LOCATION OF DISCHARGE PAPERS		
ANY DISABILITY RIGHTS?		

G. Special Needs

Do any of your children, dependents, or parents have special needs? Yes No

If yes, please indicate who and describe his or her special needs.

FINANCIAL PROFILE

A. Asset Summary: Values and Ownership

Please give your best, conservative estimate of value to the nearest \$1,000. Use gross values and indicate related liabilities in the space below. This information is used to determine your potential estate tax liability. You may substitute all or part of the information requested with statements or financial reports.

FINANCIAL ASSETS	
CHECKING / ACCOUNT BALANCE	\$
SAVINGS / CDS	\$
SAVINGS / CDS	\$
MARKETABLE SECURITIES	\$
MARKETABLE SECURITIES	\$
MARKETABLE SECURITIES	\$
CLOSELY HELD BUSINESS INTEREST	\$
REAL ESTATE (HOME)	\$
REAL ESTATE (OTHER, SPECIFY)	\$
NOTES RECEIVABLE	\$
LIFE INSURANCE OWNED (AMOUNT PAYABLE UPON DEATH)	\$
401K OR RETIREMENT BENEFITS	\$
IRA ACCOUNTS	\$
TOTALS	\$

LIABILITIES	
REAL ESTATE MORTGAGES	\$
INSTALLMENT CONTRACTS	\$
CURRENT HOUSEHOLD DEBT	\$
NOTES PAYABLE (secured)	\$
NOTES PAYABLE (secured)	\$
TAXES	\$
LOANS ON LIFE INSURANCE:	\$
OTHER:	\$
OTHER:	\$
OTHER:	\$
OTHER:	\$
OTHER:	\$
OTHER:	\$
TOTALS	\$

B. Employee Benefit Schedule

Pension Plans, Profit Sharing Plans, IRA's, Keogh (HR-10), Stock Bonus Plans, etc.

OWNER	FUND	VALUE	EXPECTED RETIREMENT BENEFIT	DEATH BENEFIT	BENEFICIARY

Other Employee Benefits:

Please describe any stock options, deferred compensation or similar agreements and provide copies.

C. Life Insurance Schedule

OWNER	INSURER	AMOUNT PAYABLE ON DEATH	BENEFICIARY	TERM OR PERMANENT	CURRENT CASH VALUE (IF ANY)

D. Real Property

Please attach copies of all deeds for, and buy-out agreements affecting, parcels of property listed below:

Parcel 1

Acquisition Date: _____ Price \$ _____

Address _____

Type of Property _____
(e.g. your residence, rental or investment property, vacation property, etc.)

Approximate Fair Market Value \$ _____ Equity \$ _____

Remaining Mortgage \$ _____

Parcel 2

Acquisition Date: _____ Price \$ _____

Address _____

Type of Property _____
(e.g. your residence, rental or investment property, vacation property, etc.)

Approximate Fair Market Value \$ _____ Equity \$ _____

Remaining Mortgage \$ _____

Parcel 3

Acquisition Date: _____ Price \$ _____

Address _____

Type of Property _____
(e.g. your residence, rental or investment property, vacation property, etc.)

Approximate Fair Market Value \$ _____ Equity \$ _____

Remaining Mortgage \$ _____

E. Client-owned Business

Name of Business _____

Type of Business Entity _____
(e.g. sole proprietorship, partnership, corporation, LLC)

Nature of Business _____

Location _____

Approximate Fair Market Value of Business (if known) \$ _____

Co-Owners and ownership interest: _____

Have you entered into a buy-sell agreement, partnership agreement, employment agreement, key executive insurance agreement, or pension and profit-sharing plan?

Yes No If yes, please describe and attach copies:

F. Potential Inheritances

Are you expecting gifts from your family members? Yes No

If you are the beneficiary of a Trust, please provide a copy of the trust document and amendments, if any.

From whom? _____ Relationship _____

Will _____ Trust _____ Gifts _____

Description: _____

Estimated Amount / Value of Inheritance: \$ _____

G. Gifts

Have you made gifts to anyone of cash, property or other items valued at an amount over \$10,000? Yes No

If yes, please provide the name of the recipient, a description of what was given, the value of the gift when the gift was made, and the year in which the gift was made. If you filed a gift tax return, please attach a copy.

H. Tangible Personal Property and Other Assets

Please list all tangible personal property of significant value (e.g. artworks, jewelry, antiques, coins, rare books, stamps, silver, and furs) or other non-tangible assets (e.g. interest in a lawsuit, copyright, patents, mineral rights) that you own and indicate an estimated value for each:

TANGIBLE ASSETS	\$ VALUE	LOCATION	CONTACT PERSON
Household Furniture	\$		
Automobiles	\$		
Antiques and Collectibles	\$		
Other (specify)	\$		
Other (specify)	\$		
Other (specify)	\$		
TOTALS	\$		

I. Health Information

Do you have any health concerns or history of medical issues which would affect your ability to manage your estate in the near future? Yes No

If yes, please explain: _____

ESTATE PLAN HISTORY

A. Will

Do you already have a Will? Yes No

B. Trust

Do you already have a Trust? Yes No

Are you the beneficiary of a Trust? Yes No

C. Durable Powers of Attorney

Do you have a Durable Power of Attorney for Asset Management?

Yes No

Do you have a Durable Power of Attorney for Healthcare, or a Healthcare Directive?

Yes No

D. Safe Deposit Box

Do you have a safe deposit box? Yes No

If yes, please indicate location: _____

Persons other than you with right of access: Yes No

Name _____ Relationship _____

CONSULTANTS

A. Accountant _____

Accounting Firm _____

Address _____

Phone _____ Fax _____

B. Banker _____

Bank/ Financial Institution _____

Address _____

Phone _____ Fax _____

C. Stockbroker / Financial Manager _____

Brokerage Firm _____

Address _____

Phone _____ Fax _____

D. Physician _____

Office/Medical Center _____

Address _____

Phone _____ Fax _____

E. Insurance Agent _____

Agency _____

Address _____

Phone _____ Fax _____

F. Other person familiar with business or finances _____

Firm / Company / Title _____

Address _____

Phone _____ Fax _____

CHECKLIST OF DOCUMENTS TO BRING

We recommend that you bring the following documents with you to your meeting with the attorney or send them to our office shortly after initial consultation:

BROUGHT TO MEETING	NO SUCH DOCUMENT EXISTS	COPY TO BE LOCATED LATER	DOCUMENT DESCRIPTION	NOTES AND ADDITIONAL INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of current or prior wills or trusts (including if you are a beneficiary of a trust)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statement or summary	<ul style="list-style-type: none"> • Copies of current bank and investment account statements • Printout from computerized finance program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deeds to your house or other real property you own	<ul style="list-style-type: none"> • Community property or other shared ownership? • Property legal description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retirement Benefits	(statement of current value) <ul style="list-style-type: none"> • 401(k) • IRA • SEP • Keogh
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee Benefits	Any summary of benefits provided by your employer (especially life insurance and retirement)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Life Insurance Policy	Copy of: <ul style="list-style-type: none"> • policy • billing statement • application