

## **ESTATE PLANNING SURVEY**

In order to advise you on estate planning, I need to know the extent of your property and some legal details about it. I also need to know about your family and your goals. This survey asks you to gather as much of the information that you can. I will then use it as a basis for discussing your estate plan with you.

While it is most helpful to have all of the information asked for, not all of it may be immediately available to you. Do the best you can, and we will discuss whether we will actually need more details.

### **Information About You And Your Family**

Your full legal name:

Birth date:

Birthplace:

Present mailing address:

Telephone number(s) (List preferred number first):

Employer's name, mailing address, and telephone number:

Your Social Security No:

### **If legally married, please provide the following information about your spouse.**

Your spouse's full legal name:

Birth date:

Spouse's name prior to marriage to you, if different:

Birthplace:

Present mailing address:

Social Security No:

Date and place of marriage:

Spouse's employer's name and address:

### **If you have a prenuptial agreement, please provide a copy.**

**If married previously, please provide the following information for each marriage:**

Name of previous spouse	Dates and place of previous marriage and when marriage ended.	How marriage ended (death? Divorce?)
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Did you or your current spouse ever live in Louisiana, Texas, New Mexico, Arizona, California, Washington, Idaho, Wisconsin, or Nevada while you were married? If Yes, please give dates:

**If you are not legally married, but are in a domestic partnership with someone you wish to consider as a spouse for purposes of estate planning, please provide the following information about your partner:**

Your partner's legal name:	Birth date:
Spouse's name prior to marriage to you, if different;	Birthplace:
Present mailing address:	Social Security No:
Approximate date of the start of your relationship:	Where the partnership is legally registered or recorded, if any:
Partner's employer's name and address:	

**If you have a domestic partner agreement or similar arrangement, please provide a copy.**

**Please list the following information for each of your children. Use additional pages as necessary**

	Full legal name	Sex	Birth date	Birthplace	Married (Y/N)	Name of child's other parent
1						
2						
3						

If you have already nominated a guardian for your children if you die or become incapacitated, please provide the guardian's name and address:

If you have not nominated a guardian for your children, who do you wish to be appointed to take care of them after your death? (Please provide name, address, and relationship to you):

Please provide the following information about your parents and siblings who are living.

<b>Full legal name</b>	<b>Current address (city and state is sufficient)</b>	<b>Date or year of birth</b>	<b>Relationship to you</b>
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## FINANCIAL INFORMATION

### **Previous estate plans.**

If you have previously created a will, trust, or any other estate planning document please provide a copy of each document.

### **Summary of assets**

Please list the following assets and their current fair market values. Estimate if you don't know the exact value.

<b>Type of asset</b>	<b>Estimated value</b>	<b>Who owns the asset? (How is it titled?)</b>
Cash or cash equivalent (checking or savings accounts, CDs, money market)		
Retirement savings and pension accounts (IRA, Roth, 401(k), 403(b), etc.)		
Government bonds (savings bonds, T-notes, etc.)		
Other bonds or notes		
Stocks		
Ownership of business		
Pension or profit-sharing benefits		
Real estate: Current residence (list address:		
Real Estate: Other (please indicate if in another state and list address:		
Automobile(s)		
Personal property (jewelry, tools, antiques, clothing, books, etc.)		
Life insurance (face value)		
Total assets:		

**Life insurance**

Please list individually any life insurance policies you may own:

<b>Policy 1</b>	<b>Policy 2</b>	<b>Policy 3</b>
Owner:	Owner:	Owner:
Beneficiary:	Beneficiary:	Beneficiary:
Cash value: Whole or term?	Cash value: Whole or term?	Cash value: Whole or term?
If term length in years:	If term length in years:	If term length in years:

**Debts and liabilities**

Please list any money you may owe others, the approximate amount owed, and what (if anything) you have provided to secure the debt (e.g., mortgage on real estate, lien on automobile, etc.):

<b>Kind of debt</b>	<b>Amount owed</b>	<b>Owed to whom?</b>	<b>Security for the debt, if any</b>
Real estate (give address)			

Auto loan

Consumer debt  
(credit card, etc.)

Other

Total liabilities:

### **Special considerations**

If you expect to receive an inheritance in the future, please describe the circumstances.

Does or will your spouse, partner, children, or others in your family have a physical or mental disability that will likely require special support in the future for which you wish to provide financial support? If so, please explain.

If anyone other than your children will depend on you for financial support in the future, please describe:

If you or any of your children are currently a beneficiary of a trust (i.e., able to get money from a trust), or do you expect to become a beneficiary of a trust in the future, please explain:

Please list any gifts of \$10,000 or more that you have given in any one year to any individual, the amount given, and provide a copy of any Gift Tax Return that has been filed.

Do you own any interest in a business whose stock is not publicly traded (e.g., small corporation, partnership, investment group, etc.)? If yes, please explain the circumstances.

Do you have any death benefits available under a “qualified retirement plan”? If yes, What kind of plan is it? \_\_\_ Pension \_\_\_ Profit-sharing \_\_\_ Other \_\_\_  
What type of benefit? \_\_\_ Life insurance \_\_\_ Cash settlement  
Approximate value: \$  
Who is the beneficiary?

Where do you keep your valuable documents? Who has access to them?

## DISTRIBUTION OF YOUR ESTATE

### Special gifts

If you would like to give a gift from your estate to an organization or an individual, provide the following information for each beneficiary. Add additional pages as necessary.

#### Beneficiary 1

Full legal name:

Address

Amount of gift

\$ \_\_\_\_\_ or

\_\_\_ % of estate

Beneficiary's relationship to you, if beneficiary is an individual:

#### Beneficiary 2

Full legal name:

Address

Amount of gift

\$ \_\_\_\_\_ or

\_\_\_ % of estate

Beneficiary's relationship to you, if beneficiary is an individual:

#### Beneficiary 3

Full legal name:

Address

Amount of gift

\$ \_\_\_\_\_ or

\_\_\_ % of estate

Beneficiary's relationship to you, if beneficiary is an individual:

### **Residual gifts**

You must name who you wish to receive everything left in your estate after paying your debts, taxes, and special gifts. This is known as the “residue” of your estate. Usually, a person wants a spouse or partner to get the residue (either outright or in a trust depending on tax consequences) if the spouse or partner survives, or to children or descendants if the spouse or partner dies first. You may also divide the residue among more than one beneficiary.

Who do you want to receive the residue of your estate:

If this person is not alive when you die, to whom do you want the residue to go:

### **Age to receive gift**

At what age or ages do you want your children or descendants to receive your estate property? (For example, you can provide that a child would get 1/3 of the estate at age 21, 1/3 at age 25, and 1/3 at age 30; or you could provide that a child would get the entire gift at age 21.) Take into consideration the child’s or descendant’s maturity and ability to responsibly handle an inheritance.

### **Contingent beneficiary**

In the unlikely event that neither your spouse or partner nor any of your children or descendants survive you to receive your estate, you may provide in your will where it should go. Customarily, the will would provide that your and your spouse’s or partner’s estates would be divided equally and given to your heirs-in-law (i.e., persons designated in a particular order by law to receive such gifts).

Is this what you wish done?     Yes             No.

If no, describe to whom you want the estate distributed:

## **GUARDIAN**

If you and your child's other parent both die before the child is an adult, you may nominate a person to be the child's legal guardian. It is advisable to name at least two persons in case your first choice is not able to serve. You should consult with the person(s) you nominate beforehand to ensure that they are willing to serve if needed.

Who do you wish to nominate to be your child's guardian if you and the child's other parent die before the child is an adult?

Full legal name:

Address:

Relationship to you:

### **Alternative guardian.**

Full legal name:

Address:

Relationship to you:

## **TRUST**

It is often advisable to establish a trust to receive some or all of the assets of your estate. For example, you may wish to establish a trust to receive money you want to go to your children who are too young to handle their own money. In such a case, you can leave your estate to a trust that is administered by one or more trustees. The trust document instructs the trustee(s) on when and for what purposes the money in the trust can be distributed and empowers the trustee to distribute it based on the instructions.