

CONFIDENTIAL ESTATE PLANNING QUESTIONNAIRE -- MARRIED

- All clients should complete Parts I through IX.
- Part X, Asset Information, should be completed by clients who desire an evaluation of federal and state estate and capital gains tax liability . Generally, this should be completed if your total assets, ***including jointly owned property, life insurance, and retirement plan assets***, exceed \$1.5M.
- Our fee schedule can be seen at pages 15-16.
- Who may we thank for referring you to us?

Date completed: _____

I. PERSONAL PROFILE

	Husband	Wife
Full Name and Nickname		
Principal Residence		
Occupation/Employer/ Business Address		
Business Phone		
Cell Phone		
Preferred E-mail Address		
Other Residences		
Birth Date		
Citizenship		

Last four digits of Social Security Number		
Previously married? Please provide name and age of former spouse, and date of divorce		

II. YOUR CHILDREN

If necessary, please attach an additional sheet with your children's information.

Name	
Date of Birth/Age/Sex	
Occupation	
Address	
Step-child, adopted or from a prior marriage?	
Special Needs/Date of Death	
If married, name of spouse	

Name	
Date of Birth/Age/Sex	
Occupation	
Address	
Step-child, adopted or from a prior marriage?	
Special Needs/Date of Death	
If married, name of spouse	

Name	
Date of Birth/Age/Sex	
Occupation	
Address	
Step-child, adopted or from a prior marriage?	
Special Needs/Date of Death	

If married, name of spouse	
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Name	
Date of Birth/Age/Sex	
Social Security No.	
Address	
Step-child, adopted or from a prior marriage?	
Special Needs/Date of Death	
If married, name of spouse	

III. YOUR GRANDCHILDREN

If necessary, please attach an additional sheet with your grandchildren's information.

Name	
Date of Birth/Age/Sex	
Parents' names	
Address	

Name	
Date of Birth/Age/Sex	
Parents' names	
Address	

Name	
Date of Birth/Age/Sex	
Parents' names	
Address	

Name	
Date of Birth/Age/Sex	
Parents' names	
Address	

Name	
Date of Birth/Age/Sex	
Parents' names	
Address	

IV. YOUR FAMILY

If necessary, please attach an additional sheet with your parents' or siblings' information.

Husband's Parents' Names	Wife's Parents' Names
Address	Address

Husband's Sibling's Name	Wife's Sibling's Name
Address	Address
Husband's Sibling's Name	Wife's Sibling's Name
Address	Address
Husband's Sibling's Name	Wife's Sibling's Name

Address	Address
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Husband's Sibling's Name	Wife's Sibling's Name
Address	Address
Husband's Sibling's Name	Wife's Sibling's Name
Address	Address

V. OTHER DEPENDENT PERSONS

Names, relationships, degree of dependency and date of birth (e.g., parents, if living)

VI. YOUR ADVISORS

	Name	Telephone
Accountant		
Stockbroker		
Investment Advisor		
Insurance Agent		

VII. ESTATE INFORMATION

1. Do you have existing estate planning documents?

2. If so, where are they located?

VIII. FIDUCIARIES TO BE DESIGNATED

1. Personal Representative (Executor) (Required):

You must choose a Personal Representative (otherwise known as an Executor or Executrix) to serve as the personal administrator of your Will. This person should not be:

- Under 18 years of age;
- Mentally incompetent;
- Convicted of a serious crime.

Your Personal Representative (P.R.) may be a resident of another state, but should he or she be called upon to serve, a qualified in-state resident would have to be appointed for service of process. Your P.R. should be mature, honest and financially secure. It is preferable if the individual chosen is five to ten years younger than you. *If you are married, it is customary to choose your spouse;* however, it is prudent to also name at least one successor personal representatives ("Alternate") if the preceding individual is unable or unwilling to serve.

1st Choice for Personal Representative (you may choose your spouse)

	Husband	Wife
Full Name		
Principal Residence		
Relation to you		

Alternate Choice for Personal Representative

	Husband	Wife
Full Name		

Principal Residence		
Relation to you		

2. Trustees for Non-Tax Savings testamentary Trust, if any (a testamentary trust is a trust set up in the Will that is not created until after death) *(Optional)*

Where minor children, young adults, or disabled individuals are named as beneficiaries of a Will, it is recommended that a testamentary Trust be established in the Will for their benefit. To accomplish this, it is necessary to name a Trustee. This individual should be mature, sober, and financially secure. (This Trustee may, but need not be, the same individual as a Guardian or Personal Representative). However, as a Trustee, the individual chosen should also have some experience in handling money. Again, it would be wise to name a second person if the first named Trustee is unable or unwilling to serve.

1st Choice for Trustee

	Husband	Wife
Full Name		
Relation to you		

Alternate Choice for Trustee

	Husband	Wife
Full Name		
Relation to you		

3. Trustees for Tax Savings “Bypass” Trust *(Optional)*

We will discuss whether you need estate tax savings trusts at our meeting. You should complete this section if your total family assets exceed \$1M, including jointly owned property, life insurance, and retirement plan assets. In the event we include tax savings trusts, the surviving spouse may be a co-trustee, but another person (such as a family member) must also be

appointed as trustee in order to make discretionary decisions regarding distributions without incurring adverse tax consequences.

1st Choice for Co-Trustee of Bypass Trust

	Husband	Wife
Full Name		
Relation to you		

Alternate Choice for Co-Trustee of Bypass Trust

	Husband	Wife
Full Name		
Relation to you		

4. Guardian for your minor children (Required if you have minor children):

If you have minor children **and both parents are deceased**, whom do you wish to appoint as the Guardian for your minor children to be responsible for the raising of your children?

1st Choice for Guardian

	Husband	Wife
Full Name		
Principal Residence		
Relation to you		

Alternate Choice for Guardian

	Husband	Wife
Full Name		
Principal Residence		
Relation to you		

5. Powers of Attorney

Powers of Attorney are often used to authorize someone to act for you under certain legal conditions, especially legal incapacitation. We will recommend that you consider executing such powers. Whom would you like to name as your attorney-in-fact (and successor) under such power? There are two types of such power — a “Durable General Power of Attorney” and a “Durable Health Care Power of Attorney.” The General Power appoints an agent to act for you in connection with financial matters and to manage assets while the Health Care Power appoints an agent to make health care decisions for you in the event of incapacity, and also includes so-called “Living Will” provisions. At our meeting, we will discuss with you whether you wish these Powers to be effective immediately or “spring” into being upon your disability.

Who shall make financial decisions for you if you are incapacitated?

1st Choice for Financial Attorney-in-fact (you may choose your spouse)

	Husband	Wife
Full Name		
Principal Residence		
Relation to you		

Alternate Choice for Financial Attorney-in-fact

	Husband	Wife
Full Name		
Principal Residence		
Relation to you		

1st Choice for Medical Attorney-in-fact (you may choose your spouse)

	Husband	Wife
Full Name		
Principal Residence		
Relation to you		

Alternate Choice for Medical Attorney-in-fact

	Husband	Wife
Full Name		
Principal Residence		
Relation to you		

IX. DISTRIBUTION OBJECTIVES

1. Do you have any special wishes regarding your funeral or burial (e.g., cremation)?

2. **Specific Bequests -- OPTIONAL.** Do you have specific things (jewelry, money, family business, real estate, etc.) you wish to go to specific individuals? If so, what and to whom? (You may make special bequests such as, "I give my 1921 Model T automobile to my nephew, Joe Smith." However, it is important to fully identify the property bequeathed. Use full legal names, including any middle names, as they appear on the named individual's birth certificate.)

Specific Gift or \$ Amount	Beneficiary	Relation

3. **Residuary Estate – REQUIRED.** How do you wish the remainder of your estate (after specific bequests, if any) to be distributed? You may leave everything to your spouse, or you may divide your property into shares such as, "sixty percent to my wife, Jane Smith, and twenty percent to each of my two children, Mary Smith and Robert Smith."

Amount or Percentage	Beneficiary	Relation

4. If you and your spouse both die prematurely, should children receive property at age of majority (18 years) or should it be held until they reach a more mature age via a testamentary trust? For large amounts, we generally recommend one-third distribution at ages 25, 30, and 35, but this is entirely discretionary with you. Please enter your preference:

5. If property is to be held for in trust for children, do you want (1) all children to share in a single trust or (2) each child to have separate trusts?

6. Do any of your children have special educational, medical or financial needs? (If so, please explain on a separate sheet of paper how you would like to provide for these needs.)

7. Do you wish to make bequests to a religious organization or other charitable organization? Furnish details, including full name, address and any specific purpose for which the funds are to be applied:

8. **“Ultimate Tragedy” Distribution.** To whom would you leave your property if you and your entire family-i.e., all your descendants-were lost in a common disaster? Don't spend a lot of time here, as it is highly unlikely. But examples might include: charity/church/ministry; extended family (siblings, nieces, nephews); other specified individuals, or among a group of people (such as "divide equally among the children of my friend John Smith."

Percentage/\$ Amount	Beneficiary	Address	Relation

X. SUMMARY OF INCOME AND ASSETS

	Husband	Wife
Annual Income (salary or business income)		
Other income (specify)		
Total		

Please copies of deeds to our meeting.

	Joint	Husband	Wife
1. Real Estate: -Please note how titled-			
Personal Residence			
Investment Property			
2. Stocks			
3. Bonds			
4. Cash (Average Balance)			
5. Mortgages and Notes (payable to you)			
6. Life Insurance (specify face amount, owner, beneficiary, whether term, whole life, or universal)			

7. Personal Property (e.g., jewelry, furnishings, collectibles, art)			
8. Automobile			
9. Retirement Accounts (IRA, 401(k); pension)			
10. Book Value of Business Assets			
11. Annuities			
12. Miscellaneous			
TOTAL ASSETS			

XII. SUMMARY OF LIABILITIES

	Joint	Husband	Wife
1. Accounts Payable (Average)			
2. Notes Payable			
3. Mortgages Payable			
TOTAL LIABILITIES			

NET WORTH

\$ _____

\$ _____

\$ _____