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CONFIDENTIAL ESTATE PLANNING QUESTIONNAIRE

- All clients should complete **Parts A, B, and C.**
- **Part D, Asset Information**, should be completed so we can evaluate (a) which assets will pass automatically by beneficiary designation or operation of law, and which assets will be controlled by your Will or revocable trust, and (b) federal and state estate and capital gains tax liability.
- If you feel some items do not apply to you, or have questions regarding same, just leave the item blank.
- *My fee schedule is attached at pages 11-12.*
- *Whom may we thank for referring you?* _____

PART A. PERSONAL AND FAMILY DATA

Name: _____ Date (mm/dd/yyyy): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Home e-mail: _____

Year Maryland Residence Established: _____

Business Address: _____

Business Telephone: _____

Fax: _____

E-Mail: _____

Profession/Your title _____

Citizenship: _____

Date of Birth _____

Last 4 digits of SSN _____

1. Your Children (Including those legally adopted):

Name	Birthday M/D/YYYY	Marital Status	Profession/ Business	Spouse's Name
_____	_____	<input type="checkbox"/> Married	_____	_____
_____	_____	<input type="checkbox"/> Married	_____	_____
_____	_____	<input type="checkbox"/> Married	_____	_____
_____	_____	<input type="checkbox"/> Married	_____	_____
_____	_____	<input type="checkbox"/> Married	_____	_____
_____	_____	<input type="checkbox"/> Married	_____	_____

Other Dependents

_____	_____	<input type="checkbox"/> Married	_____	_____
_____	_____	<input type="checkbox"/> Married	_____	_____
_____	_____	<input type="checkbox"/> Married	_____	_____
_____	_____	<input type="checkbox"/> Married	_____	_____
_____	_____	<input type="checkbox"/> Married	_____	_____

2. Your Prior Marriages (If Applicable)

Prior Spouse: _____

Children of Prior Marriage: _____

Date of Prior Marriage: _____

Place: _____

Date of divorce or death: _____

3. Deceased Children and Their Children:

Name of Deceased Child	Name of Deceased Child's Son/Daughter
_____	_____
_____	_____

4. Your Grandchildren:

Name of Grandchild	Name of Parent	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Your Living Parents:

6. Your Brothers and Sisters:

7. Location of Safe Deposit Box: _____

8. Who has access to the Safe Deposit Box?

9. Do you now have a will? Yes No

10. Annual Income:

Salary _____

Other : _____

PART B. WILL PROVISIONS DESIRED BY CLIENT

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

2. Choosing a Personal Representative

You will be asked to 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 ("Contingent P.R.") if the preceding individual is unable or unwilling to serve.

Initial Personal Representative _____

Contingent P.R. _____

3. Choosing a Guardian for Minor Children

Until minor children reach age 18, they must have a guardian appointed with respect to both their person and any property they may own individually. Usually the surviving parent is named Guardian of the property (a parent is automatically Guardian of the person). Some other person, preferably a related couple should be named in the alternative in the event neither parent survives. They can serve individually or jointly.

Guardian(s) _____

Successor Guardian(s) _____

4. General Disposition Intentions:

Use full legal names, including any middle names, as they appear on the named individual's birth certificate.

Bequeathing Property

You can bequeath your property in total, such as "...all my personal and real property...", or you can 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. You can also 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."

Specific Bequests

Gifts you wish to pass to individuals before the bulk of your property, for example, a gift of family jewelry, artwork, or cash to an individual.

To:

To:

To:

To:

To:

Disposition of Residue

The remainder of your estate (after specific bequests)

To:

To:

To:

To:

To:

5. Minor Children and Young Adults as Beneficiaries

Where minor children, or even young adults are named as beneficiaries of the 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 the 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.

6. Trust Terms

Where you establish a Trust, you also must decide at what age the beneficiary of the Trust may receive the principal (corpus) of the Trust, and when the Trust is to be terminated. For large amounts, I generally recommend one-third distribution at ages 25,

30, and 35, but this is entirely discretionary with you. Where there are extenuating circumstances, such as a beneficiary with a disability, special arrangements must be made.

7. 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.)

8. Have you made or do you plan on making future gifts in excess of Thirteen Thousand Dollars (\$13,000.00) to one person in any one year?

Yes No

9. Do you wish to make bequests to a religious organization or other charitable organization?

Yes No

10. **Trustees for Testamentary Trust, if any (a testamentary trust is a trust set up in the Will that is not created until after death)**

A disinterested party must be appointed as trustee in order to make discretionary decisions regarding distributions without incurring adverse tax consequences. The surviving spouse or other family member may also serve, but would have limited authority.

Trustee(s) _____
Successor
Trustee(s) _____

[Part C on next page]

PART C. 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 power. Whom would you like to name as your agent (and Successor agent) 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. At our meeting, we will discuss with you if you would like an Advance Directive (Living Will) as a part of your Health Care Power.

1. Durable General Power of Attorney

Name of Attorney-in-Fact _____
Address: _____
Relationship to you: _____
Successor Attorney-in-Fact _____
Address _____
Relationship to you: _____

2. Durable Health Care Power of Attorney

Address: _____
Relationship to you: _____
Successor Attorney-in-Fact _____
Address _____
Relationship to you: _____

[Part D on next page]

PART D. ASSET INFORMATION

1. Do you:

- | | Yes | No |
|--|--------------------------|--------------------------|
| a) Expect to inherit something from parents or others? | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Expect to receive benefits from a retirement plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Have powers of appointment? | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Expect to receive gifts from parents or others? | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Have beneficial interests in trusts? | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) Have an interest in a business Buy-Sell Agreement? | <input type="checkbox"/> | <input type="checkbox"/> |

2. Real Estate:

Location and Type	Current Market Value	Cost Basis (Purchase Price)	How Is Title Held? (Joint/Sole by Whom)

3. Insurance:

Company and Policy Number	Death Benefit	Approx. Cash Value	Person Insured	Owner	Beneficiary

4. Cash Accounts:

Institution	Approximate Balance	In Whose Name(s)?

5. Securities/Mutual Funds:

Company	No. of Shares	Orig. Cost	Approx. Market Value	Date of Purchase	In Whose Name?

6. Approximate Values of Personal Property (vehicles, jewelry, art, collections, other household goods):

Description	Original Cost	Appx. Fair Market Value

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7. Notes, Retirement Plans, and Other Assets:

Description	Value

8. Mortgages and Debts:

Type and to Whom Owed	Amount