PERSONAL/ESTATE PLANNING WORKSHEET

Please Print

DATE ______/_____/_____

Single or Husband:

Full Legal Name: ____

Usual Signature Name (printed): ____

Age: _____ Birthdate:____/ _____/_____ Social Security Number: ____-___-____

E-mail Address: _____________________________ cell phone: _________________

Marital Status: ___Married, ___Single, ___Divorced, ___Widowed

Date of Marriage: _____/_____/_________ Number of Years: ________

Wife

Full Legal Name: ____

Usual Signature Name (printed): ____

Age: _____ Birthdate: ____/____/_____ Social Security Number: ____-___-_____

E-mail Address: ____________________________ cell phone: _______________

Home Address: ________________________

____

Home City/ST/Zip: _____________________

Home County: _________________________

Home Phone: __________________________

Fax for Confidential Info: _______________

Your Occupation : ______________________

Spouses Occupation: ____________________

Did you or your spouse ever sign a pre or post marriage contract _______Yes ________No

Business Address: _____________________

____

Business City/ST/Zip: __________________

Business County: ______________________

Business Phone: _______________________

E-mail Address: _______________________

Employer (Husband): __________________

Address: ____________________________

Employer (Wife): ______________________

Address: ____________________________

Full Name of Child and Mailing Addresses:		*Birthdate*	*Marital Status (M/S/D)*
1.	______________________________	______/______/______	____________
	______________________________	Telephone No. ________________	
	______________________________		
	Spouse: __________________________	______/______/______	
2.	______________________________	______/______/______	____________
	______________________________	Telephone No.	
	______________________________	________________	
	Spouse: __________________________	______/______/______	
3.	______________________________	______/______/______	____________
	______________________________	Telephone No.	
	______________________________	________________	
	Spouse: __________________________	______/______/______	
4.	______________________________	______/______/______	____________
	______________________________	Telephone No.	
	______________________________	________________	
	Spouse: __________________________	______/______/______	

(If more than four children, please continue on the back side of this page.)

Are all of the above persons (clients, children, and spouses) United States citizens? ___________

If you have minor children, who would you like to serve as Guardian? If you name a husband and wife, indicate who should serve in the event they divorce. ____________________________

____

Who would you like to serve as successor guardian in the event the original guardian cannot serve, or ceases to serve: If you name a husband or wife, indicate who should serve in the event they divorce. ____

Do any of your children or grandchildren require special consideration? (Consider, for example, their educational, mental, or physical needs.) Describe:

____

____

____

Who do you want to be your personal representative? ______________________________

Who do you want to be your successor personal representative? ____________________

If your will includes a trust, or if you execute a living trust, please name the individual who will act as Trustee. ____

Who do you want to be your successor trustee? _________________________________

Did you or your spouse ever sign a pre- or post-marriage contract? ___________________

Are there any persons other than minor children who are dependent upon you? __________

Who and how? ____

Does any family member receive Social Security or other benefits? ___________________

Who and how much? ____

Are you a beneficiary under any Trust? ____ Yes ______No

Name and purpose of Trust; ____

On your real estate tax bill(s), what exemption(s) do you get (i.e., owner occupied, mortgage, veteran disability, etc.)? ____

____

Have you ever filed a Federal Gift Tax Return? ______

When and why? ____

____

Have you made any substantial gifts (over $12,000 in value) to anyone other than your spouse or a charity? ______

If yes, please indicate to whom, when, and what was the property given:

____

____

____
(Continue on back or additional sheets, if necessary.)

Please list the names and addresses of your Key Advisors (i.e., who advises you concerning property, investing, business, and taxes):

CPA: ____

____

Personal Bank & Banker: ____

____

Financial Advisor: ____

____

Other: ____

____

Other: ____

____

Following are several pages of information that will assist your estate planning counselors in understanding your goals, values, and expectations for your estate plan. Please be thorough in filling out this information and in gathering the copies, forms, etc., as requested.

Big-picture goals for discussion:

HOW WOULD YOU LIKE TO LEAVE YOUR ESTATE TO YOUR HEIRS?

1. After you (or you and your spouse) are deceased, your property can be left in a variety of ways to your children, such that <u>they can control, invest, use, and spend it as they need it</u>, but have the property/money be completely <u>protected from their creditors</u> and <u>safe from a divorce</u>.

   Is this of any interest to you?

2. Please think about, and note your thoughts about, a really important question that will influence your plan design. It is:

"How do I want to be remembered?"

3. <u>How much is enough</u>? Some people think they have too much, that leaving it all to the children will ruin their initiative, spoil them, etc. If you had unlimited wealth available to leave your descendants, what is the maximum dollar amount you would leave to any one of them if you died today?

I would not want any one person to inherit more than $_____________.

4. Please rank the following possible objectives in their order of priority to you, with "1" being most important and "9" being the least. Use all numbers, 1 through 10, so we can see what is most important, even between two or three important items.

Husband ***(or Single)***	**Wife**	**(Add any comments you wish to provide context or questions.)**
_________	_________	I want to maintain control over my person and affairs.
_________	_________	I want to assure my lifestyle and/or standard of living.
_________	_________	I want to promote my family and spiritual values, even after I am gone.
_________	_________	I want to avoid spending my assets on nursing home costs if I have to go there.
_________	_________	I want to protect my assets from government and lawsuits.
_________	_________	I want a plan to manage the value of the family business.
_________	_________	I want to pass maximum wealth to family members.
_________	_________	I want to avoid/minimize federal gift and estate taxes.
_________	_________	I want to minimize administrative expense and delay.

INCOME

Present income: $_____________ per year/month/week; Source? ____________________________

Other income: $_______________ per year/month/week; Source? ____________________________

Other income: $_______________ per year/month/week; Source? ____________________________

Annual income needed for desired standard of living: $_____________________________________

ASSETS

Ownership and your best estimate of Fair Market Value. You might have already prepared a current balance sheet for a financial planner, bank, etc., in which case, you could be less detailed on this page and attach a copy of that balance sheet.

Real Estate (address):	**Joint**	**Husband/*Single***	**Wife**
________________________	$________	$________	$________
________________________	$________	$________	$________
________________________	$________	$________	$________
________________________	$________	$________	$________

(Please bring a document (deed, abstract, etc.) showing legal description of each tract of real estate.)

Mineral Interests: __________ Yes ____________ No
If Yes, please provide mineral deed.

Automobiles (Year, Make & Model):	**Joint**	**Husband/*Single***	**Wife**
________________________	$________	$________	$________
________________________	$________	$________	$________
________________________	$________	$________	$________
________________________	$________	$________	$________

(Please bring a copy of all vehicle titles.)

Savings and Checking Accounts:	**Joint**	**Husband/*Single***	**Wife**
________________________	$________	$________	$________
________________________	$________	$________	$________
________________________	$________	$________	$________
________________________	$________	$________	$________

(Attach additional page, if necessary.)

Notes Held by You (money owed to you by others):	**Joint**	**Husband/*Single***	**Wife**
________________________	$________	$________	$________
________________________	$________	$________	$________

________________________________	$_________	$_________	$_________
________________________________	$_________	$_________	$_________

(Attach additional page, if necessary.)

Certificates of Deposit (CDs):	**Joint**	**Husband/*Single***	**Wife**
________________________________	$_________	$_________	$_________
________________________________	$_________	$_________	$_________
________________________________	$_________	$_________	$_________
________________________________	$_________	$_________	$_________

Mutual Funds/Money Market/Stocks/ Bonds/Annuities:	**Joint**	**Husband/*Single***	**Wife**
________________________________	$_________	$_________	$_________
________________________________	$_________	$_________	$_________
________________________________	$_________	$_________	$_________
________________________________	$_________	$_________	$_________

(Attach additional page, if necessary.)

Valuable Personal Property (farm equipment, jewelry, collections, tools, etc.:	**Joint**	**Husband/*Single***	**Wife**
________________________________	$_________	$_________	$_________
________________________________	$_________	$_________	$_________
________________________________	$_________	$_________	$_________
________________________________	$_________	$_________	$_________

(Attach additional page, if necessary.)

Other Miscellaneous Contents of Home:	**Joint**	**Husband/*Single***	**Wife**
________________________________	$_________	$_________	$_________

____	$__________	$___________	$__________
____	$__________	$___________	$__________
____	$__________	$___________	$__________

INSURANCE BENEFITS

There are many different types of insurance that people have, including group health, life insurance and disability insurance to name a few. Be sure to include small life or accident insurance benefits that are associated with employment, membership associations or other organizations.

	Carrier	**Plan#/ID/Benefit**	**Agent**
Group Health	_________________	______________________	___________________
Supplemental Health	_________________	______________________	___________________
Life	__________________	______________________	___________________
Accident	_________________	______________________	___________________
Disability	________________	______________________	___________________
Medicare	__________________	______________________	___________________
Homeowner's Insurance	________________	______________________	___________________
Other	__________________	______________________	___________________

SOCIAL SECURITY, RETIREMENT BENEFITS AND PLANS

	Contact Info.	Account #	Owner	Beneficiary	Amount
Social Security	_____________	_________	____________	______________	_____________
Pension	_____________	_________	____________	______________	_____________
IRA Account	______________	________	____________	_______________	_____________
IRA Account	_____________	_________	____________	_______________	_____________
IRA Account	_____________	__________	____________	_______________	_____________
401(k) Account	____________	__________	___________	________________	_____________
403(b) Plan	_____________	__________	___________	________________	_____________
457 Plan	_____________	__________	____________	________________	_____________

Other Recurring Income____

Other ____________ ________ __________ ______________ __________

(Attach additional page, if necessary. Please bring a copy of the statement and the Custodial Agreement.)

FUTURE INHERITANCE

Are either you or your spouse "anticipating" any inheritance in the next five to ten years? Please *estimate* the possible amount:

Husband/*Single*: $____________________ Wife: $______________________

OTHER ASSETS

Describe the Asset:	**Owner**	**Value**
______________________________	______________________	$_____________
______________________________	______________________	$_____________
______________________________	______________________	$_____________
______________________________	______________________	$_____________

(Attach additional page, if necessary.)

LIST OF LIABILITIES

Home Mortgage:	**Joint**	**Husband/*Single***	**Wife**
$________________________	$________	$_________	$________

Mortgage Holder: ____________________________

Account No.: _______________________________

Address: __________________________________

Telephone: ________________________________

Other Mortgage:	$__________	$__________	$__________
Notes (secured by: ________________):	$__________	$__________	$__________
Loans Against Life Insurance:	$__________	$__________	$__________

Other Obligations (credit cards, charge
Accounts, car loans, automatic withdrawals,
Child support, etc):

$__________	$__________	$__________
$__________	$__________	$__________
$__________	$__________	$__________
$__________	$__________	$__________

SURVIVING SPOUSE RIGHTS

THIS PAGE FOR MARRIED COUPLES ONLY

If you are a married couple, you may think of your property as "ours" and do not like to separate or think of it as "his" or "hers." That is very common for a married couple, and we want you to continue your usual practice.

However, legally you each have a separate estate. Of all of the assets that are jointly owned, you are each considered the owner of half. Some other assets, for estate planning purposes, you should consider your own "separate" estate. Two primary examples are your retirement account (401k, IRA, etc.) and any life insurance on your own life.

So with that in mind, thinking of your half of all the joint property plus your retirement account and your life insurance as being your share of your estate, the big question then becomes:

What do <u>you</u> want <u>your</u> spouse to have from <u>your share</u> of the estate when you die, if you are the first to go?

____

____

____

____

Would your answer (above) change in any way if your spouse remarries after you are gone?

____

____

____

____

Would you like to help the surviving spouse avoid being "taken advantage of" by someone who might marry them for their money?

____

____

____

____

Do you want to leave <u>someone other than your spouse primarily in charge</u> of what the spouse gets from your estate after your death?

____

____

____

____

WHO ARE YOUR INTENDED HEIRS?

To whom do you want your property left at death (after you and your spouse are both deceased)?

	Name of Heir	Relationship to You	To Get How Much?	City, State (if not already provided)
1.				
2.				
3.				
4.				
5.				

A. Do you have specific things (family business, real estate, etc.) you want to go to specific individuals? If so, what, and to whom?

____

____

B. If one of your named heirs dies before you or shortly after you, who do you want to get their share: their children, their spouse, or your other children?

____

____

"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:

A. Charity/Church/Ministry? Name it/them:

____

____

B. Extended Family (siblings, nieces, nephews)?

____

____

C. Other specified individuals, or among a group of people (such as "divide equally among the children of my friend John Smith)? Name it/them:

____

____

D. Others? Who?

____

____

OTHER IMPORTANT INFORMATION

Document	Location
Birth Certificate	______________________
Marriage Certificate	______________________
Divorce Certificate	______________________
Child Support	______________________
Prenuptial Agreement	______________________
Pre-Planned Funeral Arrangements	______________________
Military Service Information	______________________
Trust Agreements	______________________
Safety Deposit Box	______________________
Passport	______________________
Recent Tax Returns	______________________
Vehicle Titles	______________________
Will	______________________
Living Will	______________________
Durable Power of Attorney	______________________

*(*Include those for USDA or other government programs or purposes.)*

Please provide copies of the above documents so the attorney may review them.