### Estate Planning Worksheet

The information requested on this worksheet may seem like *none of our business*, but it is very important that an estate planner understands your present situation and your wishes for the future. This information enables us to plan the estate to accomplish future goals and to save on taxes and administrative expenses.

Date:

**Client 1:**

Name (First, Middle Initial, Last):

AKA:       Date of Birth:

Cell Phone:       Home Phone:

Work Phone:       E-mail:

Employer:

**Client 2:**

Name (First, Middle Initial, Last):

AKA:       Date of Birth:

Cell Phone:       Home Phone:

Work Phone:       E-mail:

Employer:

Home Address:

City:       State:       Zip Code:

Marital Status:   Separated/Divorced  Single  Widow  Married

What is your primary motivation for considering estate planning? *(Select one or more)*

Probate avoidance  Business or farm planning

Guardianship for minor children  Federal estate tax planning

Other:

How soon would you like to complete planning? Is there a specific deadline, such as an upcoming trip, surgery, etc.?

**Client 1 Client 2**

Do you presently have a Will?   Yes  No  Yes  No

Do you presently have a trust?   Yes  No  Yes  No

Are you interested in avoiding probate of your estate?   Yes  No  Yes  No

Were there any previous marriages?   Yes  No  Yes  No

If yes, year marriage ended in:

Do any of your children or other beneficiaries have disabilities?  Yes  No  Yes  No

Do you own a farm or business?   Yes  No  Yes  No

If yes, do any of your children work in the business

with you?   Yes  No  Yes  No

If yes, does the child working in the business have

an ownership interest in the business?  Yes  No  Yes  No

Are you a U.S. citizen?   Yes  No  Yes  No

Have you entered into any agreements with a former spouse?  Yes  No  Yes  No

(such as a prenuptial or community property agreement)?

Do you or any family member or potential beneficiaries have  Yes  No  Yes  No

any serious health problems?

If yes, please describe briefly:

Do you own a long-term care (nursing home) insurance policy?  Yes  No  Yes  No

Have gift tax returns ever been filed to report gifts made?  Yes  No

\*\*\*If YES, please bring copies of the returns to your appointment.

**Net Worth:** If you added the value of all property owned by you including real estate, personal property, bank accounts, stocks, bonds, IRAs, and anything else you own except death benefits on life insurance, what is the approximate total value of your estate?

Insuring Insuring

What is the value of death benefits on life insurance? Client 1       Client 2

What is the total amount of your outstanding liabilities?

###### Other Estate and Financial Planning Advisors

FINANCIAL ADVISOR (If more than one, please bring names and contact info for each):

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACCOUNTANT (If more than one, please bring names and contact info for each):

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plan of Distribution**

1. **Specific Gifts.** Do you want to make charitable gifts, such as to a house of worship or other institution? Do you wish to make a special gift to a particular person, such as a piece of jewelry to a particular child?

2. Briefly describe the plan of distribution for assets remaining after any specific gifts described above are made. (Don’t worry about tax planning or other considerations in answering this question. We’ll consider those details later if needed.)

All to my children equally, and if a child didn’t survive, the deceased child’s share to the deceased child’s children.

All to my surviving children.

All to       , then

As follows:

3. **Ultimate Distribution.** You might want to provide for the distribution of your property if neither you, your spouse, nor your children/other beneficiaries named above survive.

###### Children or Other Beneficiaries

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELATIONSHIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RELATIONSHIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Potential Charitable Beneficiaries

|  |  |
| --- | --- |
| Name | **Address** |
|  |  |
|  |  |
|  |  |
|  |  |

###### Appointments

1. **Personal Representative.** The Will should name a personal representative to handle the transfer of ownership of assets under the supervision of the Court. (Personal representative is also sometimes referred to as executor or administrator.) For example, my child as primary personal representative, and a relative, friend, or corporate trustee as alternate.

Client 1/Personal Representative:

Client 1/Alternate:

Client 1/Second Alternate:

Client 2/Personal Representative:

Client 2/Alternate:

Client 2/Second Alternate:

2. **Successor Trustee.** If you choose to avoid probate (the court-supervision procedure for transferring ownership of someone’s assets after he or she dies) of your estate by executing a living trust during lifetime, a successor trustee should be named. The successor trustee would be responsible for managing assets if you were unable or if you were unable to manage assets due to incompetence. The successor trustee would distribute assets to beneficiaries after death.

Successor Trustee:

Alternate:

Second Alternate:

3. **Health Care Agent.** Who should be named to make medical decisions on your behalf including decisions regarding medical consents, life support issues, and nursing home admission if you were unable to make these decisions yourself? It is not necessary to appoint the same person who is your successor trustee or personal representative as your health care agent.

Client 1/Health Care Agent:

Name:

Address:

Telephone No.:

Alternate:

Name:

Address:

Telephone No.:

Second Alternate:

Name:

Address:

Telephone No.:

Client 2/Health Care Agent:

Name:

Address:

Telephone No.:

Alternate:

Name:

Address:

Telephone No.:

Second Alternate:

Name:

Address:

Telephone No.:

4. **Agent for business and financial matters.** Who should be named to act for you in financial matters, including signing legal documents, paying bills, and buying and selling real estate? It is not necessary to appoint the same person who is your successor trustee or personal representative as your agent for business and financial matters.

Client 1/Agent for business and financial matters:

Alternate:

Second Alternate:

Client 2/Agent for business and financial matters:

Alternate:

Second Alternate:

**Please complete numbers 5, 6, and 7 only if you have minor beneficiaries, beneficiaries with disabilities, or do not want a trust to distribute immediately.**

5. **Guardian.** If you have child(ren) or other beneficiary(ies) who are minors or who have special needs, you may need to appoint a guardian. The guardian is responsible for the day-to-day care of the child. It is a good idea to name an alternate guardian to act if your first choice cannot serve.

Guardian:

Alternate:

6. **Testamentary Trustee.** You may need a trustee to manage assets for beneficiaries until they reach an age when you believe they should be capable of managing assets on their own. A trustee can keep the beneficiary’s money invested wisely and use it for their education, support, etc., until they reach the age specified for outright distribution of assets to them. The trustee can be a relative, friend, trust company, or other person or institution you trust to manage and distribute assets according to your wishes. The testamentary trustee can be the same person named as the guardian, or could be a different person or institution.

Testamentary Trustee:

Alternate:

7. **Age of Distribution.** If you do establish a trust to allow a third party to manage assets for beneficiaries, then it is necessary for you to decide when the beneficiaries will be mature enough to manage assets on their own. You may want to give each beneficiary his or her share at the time the beneficiary reaches a particular age. You may consider splitting the distribution, such as ½ at age 25 and the balance at age 30, or 1/3 at 21, 1/3 at 25, and 1/3 at 35. You may use any age or combination of ages that you choose.

###### Income/Asset/Liability Information

Please list your income/asset/liability information in the appropriate category below.

Attach a separate page if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Income |  | Client 1 |  | Client 2 | |
| Earned Monthly Income from Labor |  |  |  |  |  | |
| Monthly Social Security Income |  |  |  |  |  | |
| Monthly Pension Income |  |  |  |  |  | |
| Other Monthly Income |  |  |  |  |  | |

| Type of Asset | **Title in Which Held** (Client 1 sole, Client 2 sole, Joint with third party, Tenants in common, etc.) | | **Current Value** |
| --- | --- | --- | --- |
| **Real Estate** (Include type of property e.g., residential, agricultural, commercial, or manufacturing.) | | | |
| Personal Residence |  | |  |
| Vacant Land |  | |  |
| Other: |  | |  |
| **Liquid Assets** (Include account number and address where held.) | | |  |
| Cash on Hand |  | |  |
| Government and Publicly Traded Securities |  | |  |
| Unlisted Securities (Not Publicly Traded) |  | |  |
| Money Market Accounts |  | |  |
| Equity in Business  Sole Prop.  Partnership |  | |  |
| Notes and Loans Receivable |  | |  |
| Checking Accounts |  | |  |
| Savings Accounts |  | |  |
| Certificates of Deposit |  | |  |
| Automobiles |  | |  |
| Other Personal Property |  | |  |
| Annuities | Owner | Beneficiary | Current Value |
| IRAs |  |  |  |
| Pension/Profit Sharing |  |  |  |
| Life Insurance |  |  | Cash Value |
| Death Benefit |
| Other Assets: |  |  |  |
| **Liabilities** | **Name Loan Taken In**  **(Client 1, Client 2 etc.)** | | Amount Owed |
|  |  | |  |
|  |  | |  |
|  |  | |  |

**STATEMENT OF FAITH DECLARATION**

**(Optional Language)**

For many people it is important that their estate documents contain a declaration of their trust and confidence in the Lord, in this life and their life thereafter. They hope it will be a source of comfort for those they will leave behind upon their passing. We are providing samples of the Faith Statement that we often use for Wills or Trusts and for Healthcare Powers of Attorney.

**Faith Statement for Will or Trust**

*I commit myself to God’s care, secure in His love for me and trusting in the salvation purchased for me through Christ’s suffering, death and resurrection. I leave those who survive me the comfort of knowing that I have died in this faith and have now joined my Lord in eternal glory. I commend my loved ones to the protecting arms of the Lord, knowing that He will continue to provide for them despite my absence and I encourage them to place their faith and trust in Him alone for their salvation.*

Are you interested in including a faith statement in your Will or Trust?

If you prefer to use something different then above, please specify:

**Faith Statement for Healthcare Power of Attorney**

*I hereby declare my faith in Jesus Christ as my Lord and Savior. While I thank God for the skills and abilities with which He has gifted me the medical personnel who will be attending to my care, ultimately my health and my life remain in His hands. Therefore, I request that my health care agent pray for God’s guidance in all matters hereunder whenever my agent is asked to make decisions on my behalf.*

Are you interested in including a faith statement in your Healthcare Power of Attorney?

If you prefer to use something different then above, please specify:

**General Questions**

**Notes and Questions:** Please note anything else which may be of importance in planning your estate, or note any questions you may have.