

# Client Information Form - Estate Planning

Date \_\_\_\_\_

<b>Personal Data</b>	
Name (Husband)	
Home Address (street, city state and zip)	Home Phone
Occupation	Approximate Income Per Year \$
Are you now or have you ever been self-employed?	Work Phone
Date of Birth	Place of Birth
US Citizen?	Email Address
Name (wife)	
Occupation	Approximate Income Per Year \$
Are you now or have you ever been self-employed?	Work Phone
Date of Birth	Place of Birth
US Citizen?	Email Address

<b>Children - Mutual</b>			
Name (First, MI, Last), Address & Phone	Birth Date	Spouse	Children (Names and Ages)

**Children - Husband**

Name (First, MI, Last), Address & Phone	Birth Date	Spouse	Children (Names and Ages)

**Children - Wife**

Name (First, MI, Last), Address & Phone	Birth Date	Spouse	Children (Names and Ages)

**Miscellaneous Family Details**

(Divorces, adoptions, disabilities, antenuptial agreements):

Other Dependents: (e.g., Parents) Name, Age, and Relationship

Do you or your spouse have children by a previous marriage, or have children who died leaving children?

Does anyone to whom you may be leaving part of your estate require any help or protection managing money or property?

Is anyone in your family disabled or at risk of becoming seriously ill or disabled?

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**Insurance**

**Life, Endowment or Annuities**

Name of Company	Policy No.	Owner	Primary Beneficiary	Contingent Beneficiary	Value: Death benefit + cash value

**Insurance on Life of Others**

Name of Company	Policy No.	Name of Insured	Owner	Primary Beneficiary	Contingent Beneficiary	Value: Death benefit + cash value

**Real Estate Owned****Personal Residence(s)**

Address or Location	Title in Name of	Date Acquired	Original Purchase Price	Current Mortgage Balance	Current Value

**Investment Property**

Address or Location	Title in Name of	Date Acquired	Original Purchase Price	Current Mortgage Balance	Current Value

**Time Shares**

Address or Location	Title in Name of	Date Acquired	Original Purchase Price	Current Mortgage Balance	Current Value

**Stocks and Bonds****Marketable Stocks, Bonds, and Mutual Funds (Attach separate schedule if necessary) (Not IRAs)**

Publicly Traded Name of Issuer (Company or Gov't Entity)	Owner	Basis for Computing Capital Gain or Loss	Value

**Closely Held Business**

Name of Company	No. of Shares or percent of ownership	Owner	Shares Outstanding	Cost or Other Basis	Operating Agreement Buy-Sell Agreement Employment Contract SUBMIT COPY

**Secured and Unsecured Notes and Receivables**

Name of Debtor	Original Amount	Date	Date Due	Interest Rate	Current Balance

**Bank Accounts**

**Personal Checking Accounts - Banks**

Name of Bank	Account No.	Title - How Held	Average Balance

**Savings Accounts, Certificates of Deposits, etc. - Bank or Savings & Loan**

Name of Bank	Account No.	Title - How Held	Average Balance

**Other Business Interests (Partnership, Sole Proprietorships, Tax Shelters)**

Name of Entity	Owner	Date Acquired	Cost or Other Basis	Business Agreement Buy-Sell Agreement Employment Contract SUBMIT COPY

**Retirement Benefits and Deferred Compensation**

**Pension and Profit Sharing Plans**

Name of Company or Plan	Primary Beneficiary	Account Balance or Expected Benefit	Percent Vested	Method of Payment Benefits

**Self Employment (Keogh) Plans and Individual Retirement Accounts**

Name of Company or Plan	Primary Beneficiary	Contingent Beneficiary	Account Balance or Expected Benefit	Method of Payment Benefits

**Other Deferred Compensation Plans (Including Qualified and Non-Qualified Options)**

Name of Company or Plan	Primary Beneficiary	Account Balance or Expected Benefit	Percent Vested	Method of Payment Benefits

**Tangible Personal Property (including automobiles, jewelry, furs, art objects, gun and coin collections, etc.)**

Item	Owner	Date Acquired	Cost or Other Basis	Fair Market Value

**Expectations of Inheritances**

Are any inheritances likely to be received by either you or your spouse in the future?	(Y/N)	Anticipated Amount or Description
1. Husband's Family		
2. Wife's Family		

**Inheritance Received (within the last ten years)**

Description of Item	Decedent	Cost or Other Basis	Current Value

**Liabilities**

**Estimated current liabilities excluding mortgages on real estate interests.  
Provide following detail as to any such liabilities in excess of \$25,000:**

Amount of Debt	Description of Collateral Security	Name of Creditor	Manner of Payment (e.g., demand installment, open, line credit)

**Gifts Made in Excess of \$10,000.00 (submit copies of gift tax returns)**

Year	Description of Item	Donee	Cost or Other Basis	Value

**Powers of Appointment**

Value of property over which Power is Held	Nature of Instruments Granting Power (e.g., trust or will)	Manner or Time When Power May be Exercised

**Powers of Attorney Grantor**

Attorney-in-fact	Limited or General (if Limited-for what Purpose (s)?)

**Guardian (s)**

**It is appropriate for you to determine whom would you want to act as guardian of your minor children, and whom you want to name as alternate guardians of your minor children in the event your first or second choice cannot serve. We will discuss how to select Guardians in our meeting. Please insert your tentative choices below.**

Name (1 <sup>st</sup> Choice)	Address	Relationship
Successor (2 <sup>nd</sup> Choice)	Address	Relationship
Successor (3 <sup>rd</sup> Choice)	Address	Relationship

**Personal Representative (Executor)**

**It is appropriate for you to determine whom would you want to serve as Personal Representative (executor) of your estate, and whom you would like to name as Alternate Personal Representatives in the event your first or second choice cannot serve. We will discuss how to select Personal Representatives (Executors) in our meeting. Please insert your tentative choices below.**

Name (1 <sup>st</sup> Choice)	Address	Relationship
Successor (2 <sup>nd</sup> Choice)	Address	Relationship
Successor (3 <sup>rd</sup> Choice)	Address	Relationship



**Trustee**

**It is appropriate for you to determine whom you would like to serve as trustee of any trust created as part of your estate plan, and whom you would like to name as Alternate Trustees in the event your first or second choice cannot serve. We will discuss how to select Trustees in our meeting. Please insert your tentative choices below:**

Name (1 <sup>st</sup> Choice)	Address	Relationship
Successor (2 <sup>nd</sup> Choice)	Address	Relationship
Successor (3 <sup>rd</sup> Choice)	Address	Relationship

**Health Care Representative**

**Have you signed an Advanced Directive or a Health Care Power of Attorney? (Y/N) If an Advanced Directive or Health Care Power of Attorney will be of benefit to you, then you will want to determine whom you would like to serve as your Health Care Representative, and whom you would like to name as Alternate Health Care Representative in the event your first or second choice cannot serve. We will discuss how to select Health Care Representatives in our meeting. Please insert your tentative choices below:**

Name (1 <sup>st</sup> Choice)	Full Street Address	Relationship
		Phone Number
Successor(2 <sup>nd</sup> Choice)	Full Street Address	Relationship
		Phone Number
Successor(3 <sup>rd</sup> Choice)	Full Street Address	Relationship
		Phone Number

**Age(s) of Distribution of Trust for Children**

**At what age or ages after the deaths of you (and, if applicable, your spouse) do you think your children should receive substantial assets (in addition to distributions to properly provide for their care, support and education)?**


**Special Terms of Trust for Children**

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**Specific Bequests**

Item	Description	Person Receiving Bequest	Relationship

**Contingent Beneficiaries**

**Whom would you want to receive your property in the event something should happen to you, your spouse and all of your lineal descendants?**

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**Charitable Beneficiaries**

**Do you have any particular area of charitable interest?**

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**Special Estate Planning Objectives and Other Legal Concerns**

**Describe any special estate planning objectives or other legal concerns you may have:**

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<b>Advisors</b>			
	Name	Address	Telephone
<b>Attorney (Estate Planning)</b>			
<b>Accountant</b>			
<b>Financial Advisor</b>			
<b>Life Insurance Agent</b>			
<b>Stock Broker</b>			
<b>Personal</b>			

**Confidential and Privileged Information**

*Please bring the following documents with you to your meeting with the attorney:*

1. Will, codicil, trust agreements
2. Life insurance and annuity policies and beneficiary designation forms
3. Statements of account for savings and checking accounts
4. Brokerage statements for stocks, bonds, and securities or copies of certificates and bonds
5. Guardianship documents, if applicable
6. Living will, advance directive, power of attorney, durable power of attorney
7. Employee or retiree benefit statements (beneficiary designations on IRA's, Keoghs, or other retirement plan), including current beneficiary designation
8. Business papers: operating agreement, partnership agreement, corporate minute books, buy/sell agreements