



ESTATE ADMINISTRATION WORKSHEET

PERSONAL INFORMATION

Decedent's Information

Decedent's Legal Name _____
(name most often used to title property and accounts)

Also Known As _____
(other names used to title property and accounts)

Date of Death _____ Birth date _____ SS# _____ US Citizen? _____

Home Address _____

City _____ State _____ Zip _____

County of Residence _____

Employer _____ Position _____

Business Address _____

City _____ State _____ Zip _____

Married: Date of Marriage _____ Divorced Widowed Single

Spouse's Information

Spouse's Legal Name _____
(name most often used to title property and accounts)

Also Known As _____
(other names used to title property and accounts)

Date of Death _____ Birth date _____ SS# _____ US Citizen? _____

Home Address same as above _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Phone _____ Business Telephone _____

Employer _____ Position _____

Business Address _____

City _____ State _____ Zip _____

E-mail Address _____

Client's Information

Legal Name _____
(name most often used to title property and accounts)

Also Known As _____
(other names used to title property and accounts)

Prefer to be called _____ Birth date _____ SS# _____ US Citizen? _____

Home Address same as above _____

City _____ State _____ Zip _____

Home Telephone _____ Cell Phone _____ Business Telephone _____

Employer _____ Position _____

Business Address _____

City _____ State _____ Zip _____

E-mail Address _____

ADVISORS

	Name of:	Telephone:
Accountant:	_____	_____
Financial Advisor:	_____	_____
Personal Banker:	_____	_____
Life Insurance Agent:	_____	_____
Stock Broker:	_____	_____
Trustee (if any):	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____

Children

Copy this page if you have more children

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: Both Husband Only Wife Only Predeceased Y N Children Y N

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: Both Husband Only Wife Only Predeceased Y N Children Y N

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: Both Husband Only Wife Only Predeceased Y N Children Y N

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: Both Husband Only Wife Only Predeceased Y N Children Y N

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: Both Husband Only Wife Only Predeceased Y N Children Y N

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: Both Husband Only Wife Only Predeceased Y N Children Y N

Grandchildren

Copy this page if you have more grandchildren

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: _____ Predeceased Y N Children Y N

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: _____ Predeceased Y N Issue Y N

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: _____ Predeceased Y N Children Y N

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: _____ Predeceased Y N Children Y N

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: _____ Predeceased Y N Children Y N

Full Legal Name _____ Birth Date _____
 Nickname _____ Social Security No. _____
 Address: _____
 City _____ State _____ Zip _____ County _____
 Telephone _____ Cell Phone _____ Work Phone _____
 Gender M F Child of: _____ Predeceased Y N Children Y N

PROPERTY INFORMATION

INSTRUCTIONS FOR COMPLETING THE *PROPERTY INFORMATION* CHECKLIST

General Headings

This *Property Information* checklist is designed to help you list all the property the decedent owned and what it is worth. If the decedent did not own property under a particular heading, just leave that section blank. Under certain headings the decedent may own more property than can be listed on this checklist. If so, use **extra sheets** of paper to list additional property.

Type

Immediately after the heading for each kind of property is a brief explanation of what property you should list under that heading.

“Owner” of Property

How title to property is held is **extremely important** for purposes of properly administering the estate. For each property please indicate how the property is titled. If you are unsure of the ownership, don't worry, we can help – just complete as best you can. When doing so, please use the following abbreviations:

Owner of Property	Use
Husband's name alone, with no other person	H
Wife's name alone, with no other person	W
Joint Tenancy with spouse	JTS
Community Property with Right of Survivorship	CPRS
Joint Tenancy with someone other than a spouse, i.e. a child, parent, etc.	JTO
In a Trust	T
If you cannot determine how the property is owned	?

BANK ACCOUNTS

Type: Checking Account "CA", Savings Account "SA", Certificate of Deposit "CD" (*Indicate type below*).

Evidence of Title: Signature card, or the document signed, to set up the account. The statement can be helpful.

Note: If account is in decedent's name (or spouse's name) for the benefit of a minor, please specify and give minor's name.

Name of Institution	Type	Account Number	Owner	Amount
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
Total				\$ _____

REAL PROPERTY OWNED

Type: Land, buildings, homes. If decedent has an interest in land or buildings that are owned in partnership with someone other than the spouse, please list those under the "Partnership Interests" section. If two or more names are on a deed or contract that does not state the type of ownership, enter the property below and please use "?" for owner.

Evidence Of Title: Deed or land contract (Do not use mortgage or tax assessment.)

General Description and/or Address	Owner	Market Value	Loan Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total		_____	_____

BROKERAGE AND MUTUAL FUND ACCOUNTS (DO NOT INCLUDE RETIREMENT ACCOUNTS)

Type: Money Market "MM", Investment "I", Cash Management "CM", or other account that is in a street name (*Indicate type below*).

Evidence of Title: The documents you signed to set up the account; account statement.

Note: If account is in decedent's (or in spouse's name) for the benefit of a minor, please specify and give minor's name.

Name of Brokerage Firm or Mutual Fund	Type	Account Number	Owner	Current Value
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
Total				\$ _____

STOCK AND BOND CERTIFICATES HELD BY DECEDENT (NOT IN A BROKERAGE ACCOUNT)

Type: Stock in publicly owned corporations which is stock traded on an exchange or over the counter. (Stock owners in family, or nonpublicly traded companies, should be listed under "Corporate Business Interests". Stocks held in a street name, or investment account, should be listed under "Brokerage and Mutual Fund Accounts".)

Evidence Of Title: Stock certificate.

Company	Owner	Number of Shares	Fair Market Value
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		Total	\$ _____

STOCK OPTIONS HELD BY Decedent

Company	Owner	Number of Shares	Strike Price	Current Stock Price
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
		Total		\$ _____

TRUST DEEDS, NOTES, AND OTHER RECEIVABLES OWED TO DECEDENT

Type: Mortgages or promissory notes payable to decedent, other monies owed to decedent.

Evidence Of Title: Promissory note, written contract, or other documents creating right to receive payment.

Name of Debtor	Date Due	Owed To	Payment (mo/yr)	Current Balance
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
		Total		\$ _____

DECEDENT'S PARTNERSHIP AND LLC INTERESTS

Type: General/Limited Partnerships and Limited Liability companies. Please state the percentage interest decedent has in the partnership when listing decedent's interest as a general/limited partner or member.

Evidence Of Title: Partnership/LLC agreement, certificate of partnership, or any documents signed when purchasing the partnership/LLC interest. Include any buy/sell agreements.

Partnership Name	Percentage Owned		Owner	Net Value
	General Partner	Ltd Partner/Member		
_____	_____ %	_____ %	_____	\$ _____
_____	_____ %	_____ %	_____	\$ _____
_____	_____ %	_____ %	_____	\$ _____
_____	_____ %	_____ %	_____	\$ _____
_____	_____ %	_____ %	_____	\$ _____
_____	_____ %	_____ %	_____	\$ _____
_____	_____ %	_____ %	_____	\$ _____
_____	_____ %	_____ %	_____	\$ _____
			Total	\$ _____

DECEDENT'S CORPORATE BUSINESS INTERESTS

Type: Privately owned (nonpublicly traded) stock. *(Please indicate if a Buy/Sell Agreement exists and, if stock is owned either JT or TC with someone other than spouse, please furnish name and relationship.)*

Evidence of Title: Stock certificate, minute book.

Company	Number of shares	Buy/Sell Agreement (Y / N)	Percentage Ownership	Owner	Net Value
_____	_____	_____	_____ %	_____	\$ _____
_____	_____	_____	_____ %	_____	\$ _____
_____	_____	_____	_____ %	_____	\$ _____
_____	_____	_____	_____ %	_____	\$ _____
_____	_____	_____	_____ %	_____	\$ _____
_____	_____	_____	_____ %	_____	\$ _____
_____	_____	_____	_____ %	_____	\$ _____
_____	_____	_____	_____ %	_____	\$ _____
				Total	\$ _____

DECEDENT'S SOLE PROPRIETORSHIP BUSINESS INTERESTS

Type: All of the assets used by decedent in a sole proprietorship type of business ownership.

Evidence Of Title: Balance Sheet, depreciation schedule, registration or title issued by state, bills of sale, fictitious name or trade name affidavit. Since a sole proprietorship is an amalgamation of assets, each asset must have evidence of title.

Name of Business	Description of Business	Owner	Value
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		Total	\$ _____

DECEDENT'S FARM AND RANCH INTERESTS (ENTER LAND AND BUILDING VALUES IN REAL ESTATE)

Type: Livestock, machinery, leases and all business assets.

Evidence Of Title: If farm or ranch operation is owned by a corporation, partnership, or LLC, enter it in the appropriate section. If it is in decedent's name, enter it here. Describe each asset.

Type	Owner	Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	Total	\$ _____

DECEDENT'S OIL, GAS AND MINERAL INTERESTS

Type: Lease, overriding royalty, fee mineral estate, working interest, pooling agreement, etc.

Evidence Of Title: Lease agreement, deed, royalty agreement, farmout agreement, pooling agreement or other agreement signed to create oil, gas or mineral interest.

Type	Owner	Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	Total	\$ _____

RETIREMENT ACCOUNTS

Type: Pension "P", Profit Sharing "PS", H.R. 10, IRA, SEP, 401(K), Roth (*indicate type below*)

Evidence of Title: Summary plan description, documents signed to set up the plan, account statement, beneficiary designation.

Type	Participant	Company	Beneficiary	% Vested	Value
_____	_____	_____	_____	_____ %	\$ _____
_____	_____	_____	_____	_____ %	\$ _____
_____	_____	_____	_____	_____ %	\$ _____
_____	_____	_____	_____	_____ %	\$ _____
_____	_____	_____	_____	_____ %	\$ _____
				Total	\$ _____

PERSONAL PROPERTY

Type: Major personal effects. Such as motor vehicles, boats, jewelry, collections, antiques, furs and all other valuable nonbusiness personal property (*indicate type below and give a lump sum value for miscellaneous, less valuable items*)

Evidence of Title: Registration, or title, issued by state, bill of sale, canceled check, or source of cash to purchase property, gift tax return, or inheritance tax return, if you received property by gift or inheritance.

Type	Owner	Value	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
		Total	\$ _____

ANTICIPATED INHERITANCE, GIFT OR LAWSUIT JUDGMENT

Type: Inheritances that decedent is expected to receive at some time in the future; or monies that are anticipated receiving through a judgment in a lawsuit.

Evidence of Title: Copies of wills or trusts, copy of lawsuits or judgments, or any other document that evidences your anticipated interest.

_____	_____	
_____	_____	
_____	_____	
Total Estimated Value		\$ _____

OTHER ASSETS

Type: Other property is any property decedent has that does not fit into any listed category.

Evidence of Title: Documents signed to purchase the property. Documents received when property received, or any other document that shows ownership of the property.

Description:

_____	_____	
_____	_____	
_____	_____	
Total Estimated Value		\$ _____

LIFE INSURANCE POLICIES AND ANNUITIES

Type: Term, whole life, split dollar, group life, annuity (*Indicate type of policy below. If a corporation or company owns the policy, or pays the premium on the policy, write "Corporation".*)

Evidence of Title: The policy itself, including all endorsements and amendments, and the original application you signed.

Company _____
Policy Number _____ Type _____
Owner _____ Who Pays Premium _____
Insured _____
Primary Beneficiary _____
Secondary Beneficiary _____
Face Amount \$ _____ Cash Value \$ _____ Amount of Loans On Policy \$ _____

Company _____
Policy Number _____ Type _____
Owner _____ Who Pays Premium _____
Insured _____
Primary Beneficiary _____
Secondary Beneficiary _____
Face Amount \$ _____ Cash Value \$ _____ Amount of Loans On Policy \$ _____

Company _____
Policy Number _____ Type _____
Owner _____ Who Pays Premium _____
Insured _____
Primary Beneficiary _____
Secondary Beneficiary _____
Face Amount \$ _____ Cash Value \$ _____ Amount of Loans On Policy \$ _____

Company _____
Policy Number _____ Type _____
Owner _____ Who Pays Premium _____
Insured _____
Primary Beneficiary _____
Secondary Beneficiary _____
Face Amount \$ _____ Cash Value \$ _____ Amount of Loans On Policy \$ _____

Company _____
Policy Number _____ Type _____
Owner _____ Who Pays Premium _____
Insured _____
Primary Beneficiary _____
Secondary Beneficiary _____
Face Amount \$ _____ Cash Value \$ _____ Amount of Loans On Policy \$ _____

SUMMARY OF VALUES (ENTER TOTALS FROM PRIOR SECTIONS)

	Community Property Or Joint Ownership	Separate Ownership (H,W)	Total
ASSETS			
Bank Accounts	\$ _____	\$ _____	\$ _____
Real Property	\$ _____	\$ _____	\$ _____
Brokerage and Mutual Fund Accounts	\$ _____	\$ _____	\$ _____
Stock and Bond Certificates Held	\$ _____	\$ _____	\$ _____
Stock Options Held	\$ _____	\$ _____	\$ _____
Trust Deeds, Notes, and Other Receivables	\$ _____	\$ _____	\$ _____
Partnership / LLC Interests	\$ _____	\$ _____	\$ _____
Corporate Business Interests	\$ _____	\$ _____	\$ _____
Sole Proprietorship Business Interests	\$ _____	\$ _____	\$ _____
Farm and Ranch Interests	\$ _____	\$ _____	\$ _____
Oil, Gas, and Mineral Interests	\$ _____	\$ _____	\$ _____
Retirement Accounts	\$ _____	\$ _____	\$ _____
Personal Property	\$ _____	\$ _____	\$ _____
Anticipated Inheritance, or Lawsuit Judgements	\$ _____	\$ _____	\$ _____
Other Assets	\$ _____	\$ _____	\$ _____
Death Benefit of Life Insurance Policies And Annuities	\$ _____	\$ _____	\$ _____
Total Assets	\$ _____	\$ _____	\$ _____
LIABILITIES			
Real Estate Mortgages Payable	\$ _____	\$ _____	\$ _____
Other Loans Payable	\$ _____	\$ _____	\$ _____
Accounts Payable	\$ _____	\$ _____	\$ _____
Contingent Liabilities	\$ _____	\$ _____	\$ _____
Loans Against Life Insurance	\$ _____	\$ _____	\$ _____
Unpaid Taxes	\$ _____	\$ _____	\$ _____
Other Obligations:			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Liabilities	\$ _____	\$ _____	\$ _____
NET ESTATE (Total Assets Minus Liabilities)	\$ _____	\$ _____	\$ _____

Thank you for taking the time to complete this worksheet. We know that this is a challenging time for your family and may at times feel overwhelming. But don't worry – we here for you! We will make this process as smooth and efficient as possible, so you can focus on your family and loved ones. We look forward to meeting with you and helping you administer this estate.