

ESTATE PLANNING WORKSHEET

Single Individuals

Attached is an estate planning worksheet that includes some personal financial questions. All information provided on this form will be held in complete confidence. I will use it for the sole purpose of analyzing your estate planning needs and developing your estate plan. I suggest that you complete this worksheet prior to your initial appointment with me. If I review the completed worksheet before your appointment, we can focus our time together on your estate planning goals and not your financial details.

During the initial meeting we will:

- **Determine your specific estate planning needs and goals;**
- **Analyze the potential cost of probate and taxes based on your current plan; and**
- **Discuss methods of reducing costs and accomplishing your goals.**

I will provide an exact quote on fees for your estate plan after our initial meeting.

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ESTATE PLANNING WORKSHEET FOR SINGLE INDIVIDUALS

The information requested on this worksheet may seem like *none of my business*, but it is very important that I understand your present financial situation and your wishes for the future. The information enables me to accomplish your estate planning goals and to save you taxes and administrative expenses.

This worksheet is intended for single clients. If you are married, or if a domestic partner will be included in your estate plan, please request the appropriate estate planning worksheet from us.

Please indicate any questions that do not apply to your situation.

Date _____

First Name Middle Initial Last Name

AKA Date of Birth

Street Address

City State Zip County

Cell Phone Number Other Phone

E-mail address

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

- Probate Avoidance
- Guardianship for Minor Children
- Business or Farm Planning
- 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

Do you presently have a will? Yes No

Do you presently have a trust? Yes No

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

Were there any previous marriages? Yes No
If yes, year marriage ended in: _____

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

Do you own a farm or business? Yes No

If yes, do any of your children work in the business with you? Yes No

If yes, does the child working in the business have an ownership interest in the business? Yes No

Are you a U.S. citizen? Yes No

Do you or any family member or potential beneficiaries have any serious health problems? Yes No

If yes, please describe briefly: _____

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

Do you own anything jointly with another person, or is all your property just in your name? All in my name Some joint

NET WORTH: If you added the value of all of your property 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 all of your assets? _____

What is the value of death benefits on life insurance insuring you ? _____

What is the total amount of your outstanding liabilities, including mortgages, loans, credit card debt, etc? _____

INCOME/ASSET/LIABILITY INFORMATION

Please list your income/asset/liability information in the appropriate category below.
Attach a separate page if necessary.

INCOME:

Earned Monthly Income from Labor _____

Monthly Social Security Income _____

Monthly Pension Income _____

Other Monthly Income _____

Type of Asset	Title in Which Held <small>(Sole; Joint with third party; Tenants in common, etc.)</small>	Type of Property	Where Located/Held	Current Value <small>(Not including debt)</small>
Real Estate (Include type of property e.g. residential, agricultural, commercial or manufacturing.)				
Personal Residence				
Vacant Land				
Other Real Estate:				

Liquid Assets (Include account number and address where held.)		
Type of Asset <small>(Include where held)</small>	Title in Which Held <small>(Sole; Joint with third party; or Tenants in common, etc.)</small>	Current Value
Cash on Hand		
Government and Publicly Traded Securities		
Unlisted Securities (Not Publicly Traded)		
Money Market Accounts		
Equity in Business <input type="checkbox"/> Sole Prop. <input type="checkbox"/> Partnership		
Notes and Loans Receivable		

Type of Asset (Include where held)	Title in Which Held (Sole; Joint with third party; or Tenants in common, etc.)		Current Value	
Checking Accounts				
Savings Accounts				
Certificates of Deposit				
Automobiles				
Other Personal Property				
Annuities	<u>Owner</u>	<u>Primary Beneficiary</u>	<u>Contingent Beneficiary</u>	<u>Current Value</u>
IRAs				
Pension/Profit Sharing				
Life Insurance			<u>Cash Value</u>	<u>Death Benefit</u>
Other Assets				
LIABILITIES (Mortgages, loans, credit cards, etc.)	Name Loan Taken In:		Amount Owed	

CHILDREN OR OTHER BENEFICIARIES

Name (First, Middle Initial, Last)	Address and Telephone Number	Date of Birth	Relationship

GIFT TAX RETURNS

Have you ever filed a gift tax return to report gifts made? _____ ***If YES, please bring copies of the returns to your appointment.

APPOINTMENTS

1. **PERSONAL REPRESENTATIVE.** Your will should name a personal representative to probate your estate. A personal representative is also sometimes referred to as an executor or administrator.

	Name	Address
PERSONAL REPRESENTATIVE		
ALTERNATE		
SECOND ALTERNATE		

2. **SUCCESSOR TRUSTEE.** If you choose to establish a trust you should name a successor trustee. The successor trustee will be responsible for managing assets if you are unable to do so. The successor trustee will manage assets in the event of your incapacity and will distribute assets to beneficiaries after death.

	Name	Address
SUCCESSOR TRUSTEE		
ALTERNATE		
SECOND ALTERNATE		

3. **FINANCIAL POWER OF ATTORNEY.** If you are unable to make financial decisions for yourself, this person will have the authority to make these decisions for you.

	Name	Address
POWER OF ATTORNEY		
ALTERNATE		
SECOND ALTERNATE		

4. **HEALTH CARE AGENT.** If you are unable to make medical decisions for yourself, this person will have authority to make these decisions for you.

	Name	Address
HEALTH CARE AGENT		
ALTERNATE		
SECOND ALTERNATE		

5. **FUNERAL REPRESENTATIVE DESIGNATION.** The Funeral Representative is the person who makes decisions about funeral arrangements for you upon your death.

	Name	Address
FUNERAL REPRESENTATIVE DESIGNATION		
ALTERNATE		
SECOND ALTERNATE		

PLAN OF DISTRIBUTION

1. **SPECIFIC GIFTS.** Do you wish to make a special gift to a particular person, such as a piece of jewelry to a particular child?

2. **CHARITABLE ORGANIZATIONS.** Do you have charitable organizations that you wish to include in your estate plan?

3. Briefly describe how you want assets remaining after any specific gifts are made to be distributed. (Don't worry about tax planning or other considerations in answering this question. We'll consider those details later, if needed.)
- Equally between children, and if a child didn't survive, the deceased child's children would take the share of the deceased child.
 - Equally between surviving children.
 - As follows: _____
4. **ULTIMATE DISTRIBUTION.** If neither you, nor your children/other beneficiaries named above survive, how would you want your property distributed?

**COMPLETE THIS SECTION ONLY IF
YOU HAVE MINOR BENEFICIARIES OR BENEFICIARIES WITH DISABILITIES**

1. **GUARDIAN.** If you have minor children or a beneficiary with special needs, you should appoint a guardian. The guardian is responsible for the day-to-day care of the child or special needs beneficiary.
GUARDIAN: _____
ALTERNATE: _____

2. **TESTAMENTARY TRUSTEE.** You may need a trustee to manage assets for beneficiaries until they reach an age when you believe they will be capable of managing assets on their own. A trustee can keep beneficiaries' 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 can be a different person or an institution.
TESTAMENTARY TRUSTEE: _____
ALTERNATE: _____

3. **AGE OF DISTRIBUTION.** If you appoint a trustee to manage assets for beneficiaries, then you need to decide when the beneficiaries will be mature enough to manage assets on their own. The most common age picked by my clients seems to be 25, but you should pick an age with which you are comfortable. You may use any age or combination of ages that you choose.

GENERAL QUESTIONS

NOTES AND QUESTIONS: Please note anything else which may be of importance in planning your estate or note any questions you have.
