

## **ESTATE PLAN QUESTIONNAIRE**

Complete on a Separate Sheet of Paper

### **You and Your Beneficiaries**

1. List your full name, and any previous or other names by which you are or have been known. If married, list spouse's name and all of the same information. Please advise if you or your spouse are NOT U.S. citizens.
2. List your address, telephone numbers (home, work and cell) and email addresses.
3. If you or your spouse have previously been married, list all relevant information, such as previous spouses' names, when either of you were divorced or when previous spouses died. If there is anything in a marital settlement agreement (MSA) that may affect your estate plan, bring the MSA with you to your estate planning meeting. If you and your spouse have a pre-nuptial agreement, bring the pre-nuptial to your estate planning meeting. When answering the beneficiary questions listed below, if you and your spouse have separate families, indicate "who belongs to whom" (his, hers or theirs).
4. Do you have children? If so, list their full names, dates of birth, addresses, telephone numbers and any special needs they may have. Are any children being treated differently from others or are any being disinherited? If so, provide some detail.
5. Do you have grandchildren or great-grandchildren? If so, list their full names, dates of birth, addresses, telephone numbers and any special needs they may have. Are any grandchildren or great-grandchildren being treated differently from others or are any being disinherited? If so, provide some detail. Do you want to make bequests to any grandchildren or great-grandchildren independently of the bequests being made to your children?
6. Do you have parents, siblings, step-children or other relatives or friends whom you wish to be included in your estate plans? If so, list their full names, dates of birth, addresses, telephone numbers and any special needs they may have. Generally, I want this information for all living parents and siblings even if they are not intended beneficiaries or fiduciaries.
7. Is there any person you wish to exclude from your estate plan? Is there any person who you fear may try to thwart your wishes? If so, provide some detail.
8. Are there control issues regarding your beneficiaries? If any beneficiary is a minor, postponement of possession is assumed. It is up to you to decide the ages when they gain control. If there are adult beneficiaries whose control you wish to limit, be prepared to discuss how much control you want them to have and some of your reasoning.
9. Do you wish to include charitable organizations as beneficiaries? If so, indicate the names, addresses, telephone numbers and ein numbers, if known. If you know what you wish to leave them, indicate this also.

### **Assets and Liabilities**

If married couple, please distinguish between his (individually or in a trust), hers (individually or in a trust) and theirs (usually, but not necessarily, joint tenancy assets).

10. What do you estimate your net worth to be?
11. Do you own a residence or other real estate? Provide addresses. How is title being held to each property? Any land trusts? What is the value of each property? What percentage of the total value do you own (if there are partners or other people owning an interest)? Are there mortgages or home equity loan balances?

12. Do you have life insurance? If so, what type? (term, whole life, etc.)? Who is the beneficiary and contingent beneficiary? If you own whole life or universal, what is the cash value? If term, how many years are left on the level term? If you have an irrevocable life insurance trust, have you followed all steps required to make it function effectively?

13. List all of your financial assets/accounts including: money markets, savings and checking accounts, CDs, credit union accounts, U.S. Savings Bonds, Treasury Bonds/Notes/Bills, municipal and corporate bonds, GNMA's and other U.S. agency issues, notes receivable, mortgages owned, mutual funds, stocks, annuities, limited partnerships, business interests (note the form of the business, ie: C corporation, S corporation, partnership, LLC, etc), IRAs, 401Ks, 403Bs, SEP and other "qualified" retirement plans. For all the retirement plan assets, list the beneficiary and contingent beneficiary, if any. Don't get too bogged down with this part. Generally, ball-park numbers are sufficient, and no account numbers are needed at this stage.

14. List all of your "special" personal property (collections, antiques, jewelry, etc.) and the value of same. If you have a special beneficiary for any piece of personal property indicate that also. Also, titled personal property, such as cars, boats, airplanes, etc. and odds and ends, such as prepaid cemetery plot or prepaid funeral expenses and sport ticket licenses. Are you plaintiff in any lawsuit?

15. Do you anticipate that you will be inheriting money or other assets? If your answer is yes, please indicate (if you know): An estimate of the inheritance amount and how the inheritance will be transferred to you (is there a trust set-up or will the property pass directly via a joint tenancy or beneficiary designation?). Tip: If you have a high net worth, you may want to coordinate your estate plan with that of your parents and/or your children, if they are adults (particularly if they have high net worth or engage in an occupation carrying a high risk of liability).

16. List all liabilities including: mortgage and home equity loan balances, student loans, car loans, credit card balances, notes payable, margin balance in brokerage accounts, lawsuits in which you are a defendant and other monies owed. Do you fear lawsuit because of your occupation or business or because you own real estate that is rented to third parties?

17. Have you filed any gift tax returns during your lifetime? If yes, provide detail.

### **Fiduciaries, advisors and access**

18. Who do you want to be your fiduciaries (people who act on your behalf when you are unable to do so because of death or incapacity) and contingent fiduciaries (needed in the event that your first choice cannot act) with respect to: guardian for minor or disabled children, agent for health care and financial matters, executor of will and trustee of trust?

19. Do you have a CPA or financial planner who advises you? If yes, who are they? List their contact information.

20. Burial, cremation, funeral or memorial instructions?

21. Where do you keep your estate plan documents? Who has access?

22. Is there anything else you deem important to your estate planning needs or do you have any other concerns that should be considered?