



ESTATE PLANNING CHECKLIST

Meeting Date: _____

Referred By: _____

Your Name(s): Client 1: _____

DOB: _____

SSN: _____

Employment: _____

Client 2: _____

DOB: _____

SSN: _____

Employment: _____

Address: (including County of residence) _____

Telephone Numbers: Home: _____

Office: _____

Fax: _____

Cell: _____

E-Mail Address(es): _____

Children: (1) _____

DOB: _____

Spouse/Partner &DOB: _____

Grandchildren & DOB: _____

(2) _____

DOB: _____

Spouse/Partner &DOB: _____

Grandchildren & DOB: _____

(3) _____
DOB: _____

Spouse/Partner &DOB: _____
Grandchildren & DOB: _____

(4) _____
DOB: _____

Spouse/Partner &DOB: _____
Grandchildren & DOB: _____

Are all family members U.S. citizens? If not, who is not? _____

Have you been previously married? If yes, are any of your children from a prior marriage? Who? _____

Does any family member have any significant mental or physical disability? Explain.

Do you contemplate future child(ren) _____, marriage _____, or divorce _____? Explain. _____

Other Professionals:	<u>Name</u>	<u>Telephone Number</u>
CPA (or Tax Preparer)	_____	_____
Financial Advisor and/or Insurance Advisor	_____	_____
Other	_____	_____

If you have been divorced, please provide copies of any divorce agreements.

Do you have a current Will _____, Financial Power of Attorney _____, Health Care Power of Attorney _____ and/or Living Will _____? When and where were these documents executed? _____

Are you a creator/trustee/beneficiary of any trust? Explain. Please bring a copy of each trust you have created and, if possible, any trust under which you are a beneficiary. _____

Have you made any large gifts in prior years (i.e., greater than \$3,000 prior to 1982 or more than \$10,000 after 1981) and/or filed a gift tax return during any year? If yes, explain and provide copies of any gift tax returns filed.

Does any significant pre-1977 jointly owned marital property exist? If yes, what?

Was any significant property acquired while married and a resident of a community property state (Arizona, California, Idaho, Louisiana, New Mexico, Nevada, Texas, Washington or Alaska) or marital property state (Wisconsin)? If yes, describe the property and give approximate dates.

As part of the estate planning process, you will need to select individuals and/or companies to act as fiduciaries for you under various circumstances. The following list describes the types of fiduciaries you may need to select. Please read the descriptions of each fiduciary type and consider who you would like to name as your initial and successor appointees for each fiduciary role. Please also note that most banks or similar companies are reluctant to act in fiduciary roles other than Executor and Trustee, so that you should select only individuals to act as your attorney-in-fact and health care agents even if you want corporate fiduciaries to serve in other roles. We can discuss these matters in more depth at our meeting.

1. **Executor:** Your Executor will administer your probate estate after your death. This includes collecting your probate assets, notifying your heirs and beneficiaries of your death and their rights with regard to your assets, paying your debts and administrative expenses, filing income, gift, and/or estate tax returns as needed, distributing assets pursuant to the terms of your Will, and performing other, similar tasks. You should select at least one initial Executor (normally your spouse or partner, if you are in a committed relationship) and preferably at least one additional person to serve as the Executor in case your initial choice cannot serve or continue serving. We generally recommend selecting at least three persons (one initial and two successors) for this role.
2. **Trustee:** You will need a Trustee to serve with regard to any trust which you may create either during your lifetime or after your death. The Trustee is responsible for investing and administering trust assets, filing income tax returns for the trust, keeping trust records, and making distributions to the trust beneficiaries (distributions can be either mandatory or ones which the Trustee is given the discretion to make or not make). This role can continue for a very long time or a very short time, depending on the trust, but will generally last for a fairly long number of years and, possibly, decades. You should select at least one initial Trustee (which may be your spouse or partner, if you are in a committed relationship, depending on the type of trust and various other issues) and at least one successor Trustee. We generally recommend selecting at least three persons (one initial and two successors) for this role. In addition, you should consider whether you may want the beneficiaries of any trust to be able to serve as their own Trustees, either immediately or at some future time.
3. **Guardian for Minor Child(ren):** The guardian will act in the parental role for your minor child(ren) after the death of both of the child's parents. You should select at least one initial guardian and, preferably, at least one or more additional persons to serve in case your initial choice is either unwilling or unable to serve.
4. **Attorney-in-fact (under a Power of Attorney):** Your attorney-in-fact is named under a Power of Attorney for property. This person will make decisions and take actions on your behalf relating to your financial, business, and property affairs during your lifetime, such as writing checks, selling and purchasing property, making decisions relating to businesses in

which you own an interest, and, possibly, making gifts. The Power of Attorney ceases to be effective upon your death. Your Power of Attorney can be effective immediately, which allows your attorney-in-fact to act for you at any time, allowing them to take actions such as paying your bills for you while you are on a long trip away from home, or only upon a formal declaration of your incapacity. If the Power of Attorney is only effective upon incapacity, the attorney-in-fact will not be able to make any decisions or take any actions on your behalf unless you become legally incapacitated and are unable to do so on your own. You should select at least one initial attorney-in-fact (normally your spouse or partner, if you are in a committed relationship) and one successor attorney-in-fact. We generally recommend that you select at least three persons (one initial and two successors) for this role.

5. **Agent for health care (under an Advance Directive for Health Care):** Your agent for health care is named under an Advance Directive for Health Care. This person will make health care related decisions for you during your lifetime. The agent has this power in the event that you are unable to act for yourself. You should select at least one initial agent (normally your spouse or partner, if you are in a committed relationship) and one successor agent. We generally recommend that you select at least three persons (one initial and two successors) to serve in this role.

ESTATE ASSET VALUES ESTIMATED AS OF _____

The following schedule lists the assets included in your estate for federal estate tax purposes. Please list the value of each asset in the column which shows how it is currently owned. State the full value of each asset, whether any debt applies to the asset, and the amount of any such debt:

Assets	Client 1	Client 2	Joint
Residence ¹			
Other real estate			
Marketable securities and cash ²			
Business interests ³			
Roth IRAs			
Traditional IRAs			
Annuities			
401(k) or 403(b)			
Other qualified plan			
Automobiles			
Jewelry, antiques, art and collectibles			
Other tangible personal property			
Life Insurance cash value			
Face value of life insurance (the amount above current cash value, if any)			
Expected/estimated inheritances			
<Other Mortgages/Debts ⁴ >			
Subtotals:			
plus 1/2 Joint Property:			
Separate Estate Totals:			
Combined Estate Total:			

¹ Residence value is approximately \$ _____ and it is subject to a \$ _____ mortgage.

² Includes stocks, mutual funds, bonds, CDs, cash and cash equivalents which are not in an IRA or other qualified plan.

³ If applicable, describe interest owned and state if funded or unfunded Buy-Sell Agreement exists.

⁴ If applicable, describe any significant contingent liabilities.