

**ESTATE PLANNING QUESTIONNAIRE**  
(General)

In order to create effective estate plan tailored to your personal circumstances, I need to assemble all of the relevant information concerning your biographical, family and financial information situation. This form is intended to aid you in organizing that information in preparation for your first meeting with me.

CONFIDENTIALITY NOTE: As with all attorney-client communications, please note that any information you disclose to me orally or in writing will be held in the strictest confidence and released to no one without your consent.

I. PERSONAL/FAMILY INFORMATION

A. YOU	SPOUSE/PARTNER
Full Name _____	_____
Other Names Used _____	_____
Date of Birth _____ U.S. Citizen? _____	Date of Birth _____ U.S. Citizen? _____
Health _____	_____
Home Address _____ Street _____ City, State _____ Zip _____	_____ Street _____ City, State _____ Zip _____
Home Phone _____	_____
Business/ Occupation _____	_____
Business Address _____ Street _____ City, State _____ Zip _____	_____ Street _____ City, State _____ Zip _____
Business Phone _____	_____
Other Contact Information _____ (e.g., Cellular phone, Email)	_____

Send mail to: Home? [ ] or Business? [ ]

At what time of day & at what phone number do you prefer to be contacted? \_\_\_\_\_

B. CHILDREN\* (continue more than three on separate sheet)

Full Name	Date of Birth	Social Security #	Address (if different from yours)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\* Please note whether any of the persons listed are adopted by you and/or your partner.

C. OTHER BENEFICIARIES\* (continue more than three on separate sheet)

Full Name	Relationship	Date of birth (if a minor)	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\* E.g., parents, siblings, grandchildren, spouses/partners of children, relatives, friends or others whom you or your partner might want to benefit.

D. CHARITABLE BENEFICIARIES

Organization Name	Charitable Mission/Purpose	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

E. TRUST INCOME/EXPECTANCIES

1. Are you or your partner current beneficiaries or trustees of any trust? (briefly describe trust)\*

\_\_\_\_\_

\*Please bring a copy of any such trust(s) with you to the first meeting, if possible.

2. Do you or your partner anticipate receiving an inheritance anytime soon? \_\_\_\_\_

F. PERSONAL REPRESENTATIVES

Consider the person(s) in your life who would be appropriate to serve as your personal representative(s) in the following roles. Please note that your selections do not need to be the same for husband and wife, just please remember to indicate if choosing different alternate decision makers:

- 1) Executor/Personal Representative;
  
- 2) Trustee (if any);
  
- 3) Health Care Agent (for your health care proxy);
  
- 4) Attorney-in-Fact, i.e., (financial guardian for your durable power of attorney);
  
- 5) Guardian of any minor or special needs child/ren you may have.

I will explain and discuss in depth these fiduciary designations at our first meeting.

II. FINANCIAL INFORMATION

Please list your estimate of the current fair market value of your assets and liabilities in the applicable categories below. If you would prefer, you may submit a copy of a recent personal financial statement that includes the requested information instead of completing this section.

A. ASSETS

	You	Partner	Jointly Held Property (Held w/Whom?)
Residence	_____	_____	_____
Other Real Property*	_____	_____	_____

\*Have you ever lived in or owned real estate in one or more of the following Community Property states: Arizona [ ], California [ ], Idaho [ ], Louisiana [ ], Nevada [ ], New Mexico [ ], Texas [ ], Wisconsin [ ] or Washington [ ]?

Bank Accts, CDs & Money Market Funds	_____	_____	_____
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Brokerage Accts & Individual  
Stocks, Bonds, Mutual Funds \_\_\_\_\_

Retirement Benefit Plans  
(e.g., Pension, 401ks, IRAs,  
SEP-IRAs, Keogh Plans) \_\_\_\_\_

Other Corporate Benefit Plans  
(e.g., Stock Options, Profit Sharing) \_\_\_\_\_

Closely Held Business Interests\*\*  
(e.g., S.Corp, LLC, Partnership) \_\_\_\_\_

\*\*Buy-Sell Agreement in place? \_\_\_\_\_

Annuities, Notes &  
Other Receivables \_\_\_\_\_

Miscellaneous Assets

(a) Automobiles/Boats \_\_\_\_\_

(b) Household/  
Personal Property \_\_\_\_\_

(c) Other (e.g., Antiques,  
Art, Jewelry, etc.) \_\_\_\_\_

(list continued on next page)

Life Insurance  
(continue list on next  
page if needed) \_\_\_\_\_

Total Assets           \$                           \$                           \$  
                                  =====                   =====                   =====

C.       LIABILITIES

	You	Partner	Jointly Held Property (Held w/Whom?)
Real Estate Mortgage #1	_____	_____	_____

Real Estate Mortgage #2	_____	_____	_____
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Loans, Notes & Personal Guarantees	_____	_____	_____
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Other Debts & Liabilities \_\_\_\_\_

Divorce Payment/  
Transfer Obligations  
(Current or Post-Death) \_\_\_\_\_

Total Liabilities           \$                               \$                               \$  
                                  =====                               =====                               =====

D.     ESTIMATED  
      NET WORTH   \$                               \$                               \$  
                                  =====                               =====                               =====

E.     OTHER FINANCIAL ADVISORS\*

	Name/Company	Telephone/Address
Accountant	_____	_____
Insurance Agent	_____	_____
Broker/Trustee(s)/ Investment Advisor(s)	_____	_____

\*I will contact your other advisors only with your consent and only if needed to coordinate your estate planning with other aspects of your financial planning.

F.     ESTATE & TAX PLANNING OBJECTIVES

Finally, please consider what estate planning objectives you want to achieve. Here are a few examples: 1) obtain basic or revised estate planning documents (will, trust, durable power of attorney and/or health care proxy); 2) strategize to minimize or fund the payment of estate taxes; 3) initiate personal or charitable gifting strategies; 4) plan education funding for children, grandchildren, et al.; 5) consider retirement plan distribution options; and/or 6) explore business succession strategies. We will discuss general estate planning concepts as well as your specific planning goals when we meet.

YOUR NOTES:

G. ADDITIONAL DOCUMENTS

Along with this questionnaire or other personal financial statement you may bring to our first meeting, it may be helpful for you to bring copies of certain additional legal or financial documents--if it is convenient for you to readily assemble them. Such documents would include any or all of the following documents, as applicable to your situation:

- 1) Existing Wills or Trusts;  
(including any trust created by another on which you are a beneficiary)
- 2) Real Estate Deeds;
- 3) Investment or Retirement Plan Statements;
- 4) Gift Tax Returns Previously Filed;
- 5) Most Recent Income Tax Return;
- 6) Any Current Domestic Partner or Prior Divorce Agreements;
- 7) Any Relevant Closely Held Business Financial Statements or Agreements.

Please mail to me in advance of our first meeting, or at the very least, have it filled out as completely as possible by then.

Thank you for your time and preparation.