

**ESTATE PLANNING FACT FINDER**  
**FAMILY INFORMATION**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ dob \_\_\_\_\_ US Cit. Yes \_\_\_ No \_\_\_  
Spouse's Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ dob \_\_\_\_\_ US Cit. Yes \_\_\_ No \_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_  
Home Tel. \_\_\_\_\_ Cell # \_\_\_\_\_ Home email \_\_\_\_\_ Work email \_\_\_\_\_

Do you have a prior will? Yes \_\_\_ No \_\_\_; Do you have a prenuptial or other written agreement between spouses? Yes \_\_\_ No \_\_\_

**If "yes" to either question, be sure to bring the document to your appointment.**

Husband's Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Tel. \_\_\_\_\_  
Wife's Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Work Tel. \_\_\_\_\_

**Living Children of this Marriage**

Name	Date of Birth	Address (if different than yours)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Deceased Children of this Marriage**

Name	Date of Birth	Date of Death	Any Descendants? (Y or N)
_____	_____	_____	_____

If there are no living children, who are your nearest relatives (Names, relationship, city and state of residence)

Husband's \_\_\_\_\_  
Wife's \_\_\_\_\_

**Previous Marriages**

Husband: Yes \_\_\_ No \_\_\_ : Widowed? Yes \_\_\_ No \_\_\_ : Divorced Yes \_\_\_ (Date \_\_\_\_\_) No \_\_\_  
Wife: Yes \_\_\_ No \_\_\_ : Widowed? Yes \_\_\_ No \_\_\_ : Divorced Yes \_\_\_ (Date \_\_\_\_\_) No \_\_\_

**Children of Previous Marriages**

Name	Child of (H or W)	Adopted by Spouse in this Marriage (Y or N)	Living in your Household? (Y or N)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe any child support received by or paid by either spouse: \_\_\_\_\_

Does the stepparent want all stepchildren treated the same as the stepparent's own children? Yes \_\_\_ No \_\_\_ (If "no," provide additional explanation on separate page).

After the custodial parent's death, is the stepparent to be named as guardian instead of the noncustodial parent? Yes \_\_\_ No \_\_\_  
(Warning - naming the stepparent does not assure that the court will appoint the stepparent instead of the noncustodial parent)

**ASSET INFORMATION**

**1. Real Property**

Home Owned - Market Value \$ _____	Second Real Property- Market Value \$ _____	Third Real Property - Market Value _____
Loan \$ _____	Loan \$ _____	Loan \$ _____
Net Equity \$ _____	Net Equity \$ _____	Net Equity \$ _____

1. Total Equity in Real Property \$ \_\_\_\_\_

**2. Motor Vehicles**

# 1 -Model _____	# 2 -Model _____	# 3-Model _____
Net Equity \$ _____	Net Equity \$ _____	Net Equity: \$ _____

2. Total Equity in Motor Vehicles \$ \_\_\_\_\_

**3. Other Tangible Property (Household goods, collectibles, tools and equipment, jewelry, etc.)**

What is the approximate total value of all your *other* tangible personal property 3. \$ \_\_\_\_\_

**4. Money and Investments (Other Than Retirement)**

What is the total value of all your financial assets, other than life insurance and retirement assets, for example, bank accounts, "nonqualified" brokerage accounts, stocks, bonds, mutual funds, CD's etc.?

4. \$ \_\_\_\_\_

**5. Total Net Worth Other than Retirement and Life Insurance (Add 1 through 4)** 5. \$ \_\_\_\_\_

**6. Retirement Assets**

Owner	Description (401K, IRA, etc.)	Value	Primary Beneficiary	Contingent Beneficiar(ies)

**7. Life Insurance Information**

Owner	Insured	Type <small>(Term, Whole, Univ.)</small>	Death Benefit Face Amount	Primary Beneficiary	Contingent Beneficiary(ies)

**8. Children's Education Funds.** If you have children or grandchildren younger than college age, list any arrangements you have made to help pay for their college education:

Type of Account	Value of Account	Beneficiary(ies) of Account
Educational IRA	_____	_____
Section 529 Plan	_____	_____
Uniform Tr. Minors Acct.	_____	_____
Other	_____	_____

**9. Anticipated Inheritances** - List any anticipated inheritances of husband or wife to be received in future.

Person Receiving (H or W) \_\_\_\_\_ Estimated Amount \_\_\_\_\_ Approx. date of rcpt. \_\_\_\_\_ Yrs.

Person Receiving (H or W) \_\_\_\_\_ Estimated Amount \_\_\_\_\_ Approx. date of rcpt. \_\_\_\_\_ Yrs.

## Personal Representative Selection

The personal representative is responsible to wrap up the financial affairs of the deceased. The "PR" pays the bills and debts and distributes the deceased's property. The surviving spouse normally serves, and if there is none, then an adult child who lives in the region, or a trusted friend. A bank can also serve, but will charge a fee. Be sure to name both primary and alternate choices

Husband's Personal Representative \_\_\_\_\_

Relationship to husband \_\_\_\_\_ Address: \_\_\_\_\_

Husband's Alternate Personal Representative \_\_\_\_\_

Relationship to husband \_\_\_\_\_ Address: \_\_\_\_\_

Wife's Personal Representative \_\_\_\_\_

Relationship to wife \_\_\_\_\_ Address: \_\_\_\_\_

Wife's Alternate Personal Representative \_\_\_\_\_

Relationship to wife \_\_\_\_\_ Address: \_\_\_\_\_

## PLAN OF DISTRIBUTION OF ESTATE

Do you want all of your property to be distributed to your surviving spouse upon your death?

Husband Yes \_\_\_\_\_ No \_\_\_\_\_; Wife Yes \_\_\_\_\_ No \_\_\_\_\_

If "no," then state below to whom you want your property distributed upon your death

If there is no surviving spouse, do you want all of your household furniture, furnishings, clothing, and other personal effects to be distributed to your children? Yes \_\_\_\_\_ No \_\_\_\_\_ If "no," then to whom? \_\_\_\_\_

Pay Expenses of packing and shipping items \_\_\_\_\_ as an administrative expense of the estate or \_\_\_\_\_ by the recipient of the items.

Do you wish to make a gift to your church, or other charity? Yes \_\_\_\_\_ No \_\_\_\_\_ If "yes," is this gift to be made upon the death of the second spouse to die? Yes \_\_\_\_\_ No \_\_\_\_\_ If "no," then when? \_\_\_\_\_

Name and location of church or other charitable beneficiary(ies), and description of gift:

\_\_\_\_\_  
\_\_\_\_\_

Any other specific gifts of property, such as certain items, or certain amounts, that you wish to include in your will?

\_\_\_\_\_  
\_\_\_\_\_

If you are not survived by a spouse, or your spouse is not to receive your entire estate (**your residuary estate**), how do you want your residuary estate divided?

\_\_\_\_\_  
\_\_\_\_\_

Most people do not want their children's ex-spouses to receive any party of their estate if their child's divorce or separation is occurring during the distribution of your estate. Therefore, your estate plan will express your desire that the inheritance to your child not be a marital asset subject to division, unless you say otherwise. Is this satisfactory to you? Yes \_\_\_\_\_ No \_\_\_\_\_

**TRUST INFORMATION**

This section applies if you have children who are too young to be allowed to receive their share of your estate outright (i.e., under 18), **or because they are older, but still too young in your opinion to receive their inheritance outright**. Simply stated, if both parents die, a trust will be established so that your assets will be managed by a trustee for your children until the age or ages you have determined they should receive your assets outright. We generally recommend using a children's trust if you have any children under age 25. Is a trust to be established for your children? Yes \_\_\_\_\_ No \_\_\_\_\_

**(IF "NO," SKIP THIS PAGE, AND GO TO NEXT PAGE)**

There are no "standard" trust provisions for children. My "boilerplate" children's trust provisions include the following, any of which may be changed. We will discuss all these matters during our initial meeting:

1. General Support is available while in school full time, while unable to work full time due to circumstances beyond the beneficiary's control, or while a mother with young children (or married to a mother with young children) and support is needed to prevent the mother from having to work outside the home. General support includes education expense, health, and living expenses. Describe special limits on wedding \_\_\_\_\_, house purchase \_\_\_\_\_ Other limits \_\_\_\_\_
2. Trustee has the discretion to provide unequal support to your children until all are raised, when trust is divided into separate shares (usually when youngest is age 22). Other age for division into shares \_\_\_\_\_
3. Distribution of separate shares to children at ages 25 (1/3) and 30 (remainder) or other ages and amounts as you specify. Ages for distribution and proportions \_\_\_\_\_
4. Trust funds may be used to alleviate financial hardship imposed on guardians due to accepting your children into their family.
5. Other \_\_\_\_\_

**Trustee Selection.** The trustee is the person or institution that manages financial assets on behalf of the beneficiaries, to produce income, and who controls the trust. Therefore, if you choose an individual, this person should be someone with experience in managing money, and it should also be someone who can be expected to follow the trust directions in your will, even to the point of refusing requests for distributions from a beneficiary that are not provided for in the trust. Normally, it should be someone other than the guardians of your children. NOTE: IF YOU CHOOSE A BANK OR OTHER INSTITUTION AS YOUR PRIMARY TRUSTEE, IT IS NOT NECESSARY TO NAME ANOTHER "PRIMARY" TRUSTEE. SIMPLY FILL IN THE BANK TRUSTEE'S NAME AND LOCATION BELOW.

**Primary Trustee(s)** \_\_\_\_\_

Relationship (to H \_\_\_ or W \_\_\_ ?) \_\_\_\_\_

Address: \_\_\_\_\_

**First Alternate Trustee(s)** \_\_\_\_\_

Relationship (to H \_\_\_ or W \_\_\_ ?) \_\_\_\_\_

Address: \_\_\_\_\_

**Bank / Institutional Trustee as Final Alternate:** \_\_\_\_\_

Location: \_\_\_\_\_

**Guardian Selection.**

The guardian is the person or persons who will take your children into their family until they are grown, if both parents are deceased. You need to select a guardian if you have any children under age 18. Some of the primary considerations for selecting a guardian are (1) spiritual compatibility with your faith, (2) existing relationship with your children (not necessarily a family relationship) and (3) avoiding intra-family conflict following your deaths. Normally this should be someone other than the trustee of your children's money. NOTE: IF YOUR CHOICE OF GUARDIAN IS A MARRIED PERSON, PLEASE NAME BOTH SPOUSES AS GUARDIANS, SO THE SURVIVOR OF THE TWO CAN CONTINUE TO SERVE, IF NECESSARY.

**Primary Guardian(s)** \_\_\_\_\_

Relationship (to H? \_\_\_ or W? \_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

**Alternate Guardian(s)** \_\_\_\_\_

Relationship (to H? \_\_\_ or W? \_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

Please note any additional matters you believe need to be brought to the attorney's attention for planning purposes. For example, a disabled child may need a permanent trust, an elderly parent may need support, or any other situation special to your family.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POWER OF ATTORNEY FOR FINANCIAL AFFAIRS**

One of the documents that will be part of your estate planning package is a financial power of attorney, which enables another person to handle your financial matters if you are incapacitated. Normally, we recommend that spouses name each other as the primary "attorney in fact." If you are unmarried, a trusted adult child, a brother or sister, or very close friend would be appropriate. You should also name an alternate. The power of attorney becomes effective only when your physician certifies you are incapacitated.

**HUSBAND'S PRIMARY AGENT FOR FINANCES**

**WIFE'S PRIMARY AGENT FOR FINANCES**

Name \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

**HUSBAND'S ALTERNATE AGENT FOR FINANCES**

**WIFE'S ALTERNATE AGENT FOR FINANCES**

Name \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_