

Estate Planning Questionnaire

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CLARK HILL

ARIZONA | DELAWARE | ILLINOIS | MICHIGAN | NEW JERSEY | PENNSYLVANIA | WASHINGTON, DC | WEST VIRGINIA

Date

Full Name

Full Name of Spouse, if married

Occupation

Occupation (prior if not now employed)

Date and Place of Birth

Date and Place of Birth

Social Security Number

Social Security Number

Address

Telephone

PRELIMINARY MATTERS:

1. If this estate planning is for a husband and wife, we will consider our representation to be of the spousal unit, and that both of you are agreeable to this even though a potential for conflict of interest between a husband and wife always exists. Because we are representing the spousal unit, subsequent communications from either spouse about or changes in either spouse's plan should be made known to the other spouse. If you have any questions about this at any time, please contact us.
2. We will inform you at the conclusion of our initial meeting of the estimated cost for the services in reviewing your situation and/or preparing an estate plan.

A. FAMILY AND BACKGROUND

1. Children (indicate if adopted, and if so, court of adoption and date).

<u>NAME</u>	<u>ADDRESS</u>	<u>BIRTHDATE</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Sons and Daughters-In-Law and Grandchildren (ages if known and addresses if different than above).

NAME	ADDRESS	AGE

3. Other relations (including ages and addresses, if known).

NAME	RELATIONSHIP	ADDRESS	AGE

4. Other relatives of spouse (including ages and addresses, if known).

5. Are there any special problems as to health or other circumstances of your spouse, children or other relatives?

6. What are the financial circumstances of your children or other relatives (including parents, if living) which might affect your estate plan?

7. If married:

(a) Date and place of marriage and residence at time.

(b) Have you at any time during your marriage resided in a community property state? If so, when and where? What property of yours was acquired during that time?

(c) Have you and your spouse entered into any written contract prior to or during marriage dealing with rights in property of the other?

(d) If divorced or separated, what alimony, support or other obligations are outstanding?

8. Do you (and spouse) presently have Wills (or Trusts)? Please indicate the date and principal provisions or supply copies.

9. What is the citizenship of you and spouse?

10. Were you or spouse ever in the military service?

B. FINANCIAL INFORMATION

1. Monies on Deposit

<u>Bank or Other Institution</u>	<u>Nature of Deposit</u>	<u>Account or Certificate Number</u>	<u>Usual or Approximate Balance</u>

2. Real Estate

In the "Title" column of the schedules below, please indicate whether the item is in your name, in your spouse's name, jointly held, or held in some other manner (e.g., in trust or payable on death).

<u>Address</u>	<u>Title</u>	<u>Estimated Value</u>	<u>Mortgage Face/Balance</u>

If held jointly, please indicate proportion of contribution by joint tenants, date of creation of joint tenancy, type of joint tenancy and whether gift tax return filed.

3. Stocks and Bonds, Including U.S. and Municipal Obligations

<u>In Detail or by Category Name Issuer and Amount</u>	<u>Title</u>	<u>Estimated Value</u>	<u>Estimated Yield</u>

4. Life Insurance

<u>Issuer and Policy Number</u>	<u>Value</u>	<u>Beneficiary</u>	<u>Owner</u>	<u>Loan</u>
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5. Interests in Partnerships and Other Businesses

<u>Name and Nature of Business</u>	<u>Degree of Ownership</u>	<u>Estimated Value</u>	<u>Estimated Income</u>
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6. Interest in Pension, Profit Sharing, Stock Option and Similar Corporate or Other Plans, Annuities, Power of Appointment (please furnish copies of relevant documents and pertinent information regarding description, amount involved, beneficiary, etc.).

7. Have you or spouse established an IRA? If so, at what institution, what is the estimated value and composition of assets, and who is the beneficiary?

8. Automobiles, Sporting Equipment, Household Furnishings, Jewelry, Clothing and Personal Effects.

<u>Description</u>	<u>Ownership</u>	<u>Estimated Value</u>

9. Interests in Trusts, Generation-Skipping Transfers and Other Expectancies of You or Spouse.

10. Other Assets (including any mineral, royalty or household interests).

11. Outstanding Mortgages and Debts.

12. Other Miscellaneous Information.

(a) Do you (or spouse) have an account with a stock brokerage firm? If yes, supply title of account and name of firm.

(b) Are there any unusual provisions under which you are employed?

- (c) Have you established any custodianships or trusts for your children? Have your parents done so for your children? If yes, provide details.

- (d) Do you have a safety deposit box? Where is it located?

C. DESIRED PROVISIONS

1. Please state in your own words, your general testamentary desires.

2. Do you wish to make any specific bequests to the following:

- (a) Wife _____

- (b) Husband _____

- (c) Children _____

- (d) Other Individuals/Charities _____

3. To whom do you wish to leave the residue of your Estate?

- (a) Wife/Husband _____

- (b) Children _____

- (c) Others _____

4. Fiduciaries (Personal Representative/Trustee).

The Personal Representative is what used to be called Executor. This person is appointed by a Probate Court pursuant to a Will to collect the assets in the probate estate (hopefully none if you have a trust) and distribute these assets to the decedent's trust. This is a very limited role. This generally is the same person or persons as the Trustee(s).

The Trustee manages the assets in your trust and makes decisions about distributions to beneficiaries. You will be the initial Trustee of your trust. When you die, your spouse (if you are married) can be the Trustee or a Co-Trustee with another person. You can nominate additional individuals or institutions to serve as successor Trustee after you. Usually, the succession of Personal Representative and Trustee is the same.

(a) Whom do you wish to be Personal Representative of your Estate?

(b) Whom do you wish to serve as an alternate Personal Representative?

(c) Whom do you wish to be Trustee of your Trust?

(d) Whom do you wish to serve as an alternate Trustee?

5. Guardian and Conservator for Minors.

The Guardian is a person appointed by a Probate Court to take care of the physical well being of a child under age 18. You can nominate in your Will the Guardian of your minor children.

A Conservator is a person appointed by a Probate Court to take care of the assets of a minor child. Since you will each have a trust to hold your assets for the benefit of your children, a Conservatorship would not be necessary unless your children received assets directly, such as in the case of personal injury they sustain themselves. As with a Guardian, you can nominate in your Will the Conservator of your minor children.

(a) Whom do you wish to be guardian of your minor(s)?

(b) Whom do you wish to be alternate guardian?

(c) Whom do you wish to be conservator of your minor(s)?

(d) Whom do you wish to be alternate conservator?

6. Attorney in Fact. The Attorney-in-Fact under the Durable Power of Attorney makes financial decision for you, if you cannot. This will allow the Attorney-in-Fact to protect and conserve your property without formal judicial proceedings, in the event of incapacity. You can select a successor to act if the person you nominate cannot act as your Attorney-in-Fact.

(a) Whom do you wish to be your Attorney in Fact?

(b) Whom do you wish to serve as alternate Attorney in Fact?

7. Patient Advocate. The Patient Advocate makes health care decisions for you, if you cannot. You can select a successor to act if your spouse (if you are married) or other person you initially appoint cannot act as your Patient Advocate.

(a) Whom do you wish to be your Patient Advocate?

(b) Whom do you wish to serve as alternate Patient Advocate?

8. Distribution Ages For Children.

(1) _____ (2) _____ (3) _____ (4) _____