

JAKLE & ALEXANDER, LLP

ESTATE PLANNING QUESTIONNAIRE

This checklist describes information helpful for the initial estate planning conference. Obviously, since personal circumstances differ, not all questions apply to everyone. However, by assembling this data in advance of the first conference, you will aid me to formulate your Estate Plan.

PART I YOUR FAMILY

	<u>Name</u>	<u>Date of Birth</u>	<u>US Citizen?</u>
You	_____	_____	_____
Your Spouse/ Partner	_____	_____	_____
Children	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Are any of the children from a prior marriage/or partnership? _____
If yes, which one(s)? _____

Date of Marriage/ Registration of Domestic Partnership: _____ State of Residence at time of
Marriage/Registration of Domestic Partnership _____

If you are NOT a citizen of the United States, what country are you a citizen of?
_____ Do you have a Greencard? _____

PART II FINANCIAL INFORMATION

Your occupation: _____ Spouse's/Partner's occupation

Home address: _____

_____ Phone: () _____

Work address: _____

_____ Phone: () _____

**PART III
SUMMARY OF ASSETS**

(Married couples/ Registered Domestic Partners having separate and community property should use separate sheets for the community property and each spouse's/partner's separate property. If sufficient sheets have not been provided, please phone and ask for them).

<u>Description</u>	<u>How Title Is Held</u>	<u>Approximate Cost</u>	<u>Current Mkt. Value</u>	<u>Liens or Mortgages</u>	<u>Net Value</u>
1. Home					
2. Other Real Estate					
3. Marketable Stocks					
4. Marketable Bonds					
5. Bank accounts, Savings and Loan Accounts, CD's (do not itemize)					
6. Partnerships, closely held stock and other investments					
7. Promissory Notes <u>owned by you</u>					
8. Cars, furniture, furnishings, jewelry, & tangible property					
9. Valuable collections (art, stamps, etc.)					

**PART IV
SUMMARY OF LIFE INSURANCE**

If there is insurance on the life of you and/or your spouse/partner, list the following information for both of you. You are the “insured” for policies on your life; your spouse/partner is the “insured” for policies on his or her life, etc.

<u>Company and Policy Number</u>	<u>Insured</u>	<u>Present Beneficiary</u>	<u>Present Owner</u>	<u>Face Amount</u>	<u>Policy Loans</u>	<u>Net Death Benefit Amt</u>
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
TOTAL:						\$ _____

**PART V
SUMMARY OF DEBTS**

Do not include secured loans, mortgages or trust deeds reflected in the above Summary of Assets.

TOTAL: \$ _____

**PART VI
ADDITIONAL INFORMATION**

- A. Are you or your spouse/partner a participant in any pension plan, profit sharing plan, Keogh Plan or Individual Retirement Account (IRA)? Yes No

<u>Participant</u>	<u>Name of Plan</u>	<u>Amt of Death Benefit</u>	<u>Beneficiary</u>
_____	_____	_____	Present _____
_____	_____	_____	_____
_____	_____	_____	_____

- B. Are you a beneficiary or trustee under a Trust? Yes No If yes, please bring a copy to the estate planning conference.
- C. Please bring to the estate planning conference copies or originals of the grant deeds or title policies (not trust deeds) for each parcel of real property owned by you or in which you have an interest.
- D. Please bring to the estate planning conference copies of any trusts established by you or your spouse/partner.
- E. Do you own any real estate in another state? Yes No
- F. Do you live in another state part of the year? Yes No
- G. If you are married/in a registered domestic partnership, were any of the assets listed above received by you or your spouse/registered domestic partner by gift or inheritance, or owned prior to your present marriage/registered domestic partnership? Yes No If yes, bring details to the estate planning conference.
- H. Are you (or your spouse/partner) likely to receive an inheritance from a parent or relative? Yes No
- I. Have you (or your spouse/partner) made gifts exceeding \$10,000 to one person in any year? Yes No
If yes, please bring details and copies of any gift tax returns either of you have filed.

- J. If you are married/in a registered domestic partnership, have you and your spouse/registered domestic partner ever entered into an agreement regarding the ownership of your respective assets (i.e., a prenuptial/premarital agreement/pre-registration of domestic partnership agreement)?
 Yes No If yes, please bring a copy of the agreement to the conference.
- K. Have you (or your spouse/partner) made a pledge to a charitable organization?
 Yes No If yes, please bring the information to the conference.

**PART VII
 YOUR ESTATE PLAN**

- A. Present Will. Do you have a present Will, if so, please bring a copy (or the original if you have it) to the estate planning conference, even if you wish to change its terms completely.
- B. Specific Bequests. List any specific bequests such as amounts of money, jewelry, or personal effects which you wish to leave to particular family members or friends, and which are not contained in your present Will.

- C. Charitable Gifts. If you have a history of making charitable gifts and desire to include charitable gifts in your estate plan, list the charitable organization(s) and the amount of the gift(s) to each.

- D. Executors/Trustees: List your tentative choice for Executor(s). If you believe your estate plan may call for use of a trust, also list your choice for Trustee(s):

First Executor/Trustee: _____

First Successor: _____

Second Successor: _____

Should the Executors (and Trustees) be allowed to alter the above line of succession by nominating their own successors? Yes No

- E. Guardians: If you have a child or children under age 18, list your tentative choice for Guardian(s):

First Choice for Guardian: _____

Second Choice for Guardian: _____

If you named a married couple/registered domestic partners as Guardians and they get a divorce/dissolution, do you choose the husband or the wife, or named former registered domestic partner to continue as Guardian, or should the successor Guardian(s) take over? Husband
Wife Former Registered Domestic Partner's Name _____ Successor Guardian(s)

If you named two Guardians to act together and one Guardian dies, do you want the remaining Guardian to continue to act or should the successor Guardian(s) take over? Remaining Guardian
 Successor Guardian(s)

Should the Trustee be authorized to help defray the Guardian's increased household expenses resulting from the addition of your child(ren) to the Guardian's household (increased utilities, larger car, home improvements to accommodate larger family)? Your child(ren)'s own expenses will be paid in any event. Yes No

PART VIII YOUR TEAM OF PROFESSIONAL ADVISORS

Please provide the names and contact information for your other professional advisors:

- A. Accountant: [Name] _____
Address: _____
Telephone: _____ Fax: _____
Email: _____
- B. Investment Advisor: [Name] _____
Address: _____
Telephone: _____ Fax: _____
Email: _____
- C. Insurance Broker: [Name] _____
Address: _____
Telephone: _____ Fax: _____
Email: _____
- D. Financial Planner: [Name] _____
Address: _____
Telephone: _____ Fax: _____
Email: _____