

ESTATE PLANNING INFORMATION WORKSHEET

The information requested in this worksheet is necessary to advise you regarding your estate plan and to prepare your documents. This information will be held strictly confidential. Please complete as much information as you can and bring it with you when you meet with the attorney. Don't worry about information that is not readily available or decisions not yet made. All of this information will be discussed in detail with the attorney. If you have your financial information in another format, like a financial statement, you don't need to fill out each blank on the worksheet. Providing copies of account statements can be helpful too. Thank you.

DATE: _____

How were you referred to Pabst Holland & Reynolds, PLLC? _____

To be completed by the client:

PART A

Personal Information

1. Full Name (Client 1): _____

2. Full Name (Client 2): _____

3. Address (including county): _____

A. Home _____

B. Business: _____

C. Other: _____

4. Telephone Numbers:

A. Home: _____

B. Business (Client 1): _____

Business (Client 2): _____

C. Cell (Client 1): _____

Cell (Client 2): _____

D. Fax Number (Client 1): _____

Fax Number (Client 2): _____

5. E-mail address(es): (Client 1): _____

E-mail address(es): (Client 2): _____

Do we have permission to communicate with you via email? YES NO

6. Occupation/Employer:

Client 1: _____ Retired? _____

Client 2: _____ Retired? _____

7. Date and Place of Birth:

Client 1: _____ U.S. Citizen? _____

Client 2: _____ U.S. Citizen? _____

8. Date and place of marriage: _____
or registration of domestic partnership: _____

9. Information Concerning Children

Child's full legal name:

Child's Address:

Birth Date:

Nickname: _____

Child of:

- Client 1
- Client 2
- Both

Child's full legal name:

Child's Address:

Birth Date:

Nickname: _____

Child of:

- Client 1
- Client 2
- Both

Child's full legal name:

Child's Address:

Birth Date:

Nickname: _____

Child of:

- Client 1
- Client 2
- Both

Child's full legal name:

Child's Address:

Birth Date:

Nickname: _____

Child of:

- Client 1
- Client 2
- Both

Does either client have support obligations from a prior marriage/relationship? _____

Do you want special provisions for the care of any pets? _____

Disposition of Property

10. Specific Bequests (such as jewelry, personal or household goods, cash gifts, etc.):

	<u>Description of Item</u>	<u>Location</u>	<u>Beneficiary</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

11. Residue (assets remaining after specific bequests):

	<u>Share of Estate</u>	<u>Beneficiary</u>	<u>Alternate Beneficiary (in event first beneficiary predeceases you)</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

12. Trusts—please list the beneficiaries whose share of your estate will be retained in trust until they attain the age or other conditions stated below:

	<u>Name of Beneficiary</u>	<u>Condition and/or Age</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____



13. Fiduciaries

Whom do you want to serve in the following roles, if applicable? **Executor/Personal Representative must be over 18 years old, competent, and not convicted of a felony.**

	<u>Executor/Personal Representative</u>	<u>Trustee</u>	<u>Guardian of Minor Children</u>	<u>Attorney-in-Fact under Power of Attorney</u>
First Choice	_____	_____	_____	_____
Alternate	_____	_____	_____	_____
Second Alternate	_____	_____	_____	_____

An executor/personal representative administers the estate after your death. A trustee manages and distributes assets for a beneficiary. A guardian will be necessary if you have minor children and the children’s parents die before your children turn age 18. An attorney in fact will handle your affairs, including such things as signing documents on your behalf, providing for your support, maintenance, health, etc., if you were to become incompetent or disabled.

Miscellaneous

- 14. Do you have any stored genetic material? _____
 - a. If so, under what name? _____
 - b. Where is it stored? _____
- 15. Do you have a Community Property Agreement? _____
 - a. Is it recorded? If so, where? _____
 - b. If not recorded, where is it kept? _____
- 16. Do you have a Living Will? _____
- 17. If you already have any of the following documents, please bring copies of them to our first meeting:

Wills
 Revocable Living Trust
 Other Trust Agreements
 Community Property Agreement
 Durable Power of Attorney

Pre-Nuptial or Post-Nuptial Agreement
 Divorce Decree (if ongoing obligation)
 Health Care Directive, Advance Directive or Living Will
 Any other estate planning documents

PART B

Assets

1. Real Estate:

(Please attach copies of deeds and tax statements)

	<u>Address</u>	<u>How Titled</u>	<u>Approximate Value</u>	<u>Mortgage Balance</u>
a.	_____	_____	\$ _____	\$ _____

b.	_____	_____	\$ _____	\$ _____

c.	_____	_____	\$ _____	\$ _____

d.	_____	_____	\$ _____	\$ _____

2. Bank Accounts (checking, savings, and CDs):

	<u>Bank</u>	<u>Type of Account</u>	<u>Names on Account</u>	<u>Account Number</u>	<u>Approximate Balance</u>
a.	_____	_____	_____	_____	\$ _____
b.	_____	_____	_____	_____	\$ _____
c.	_____	_____	_____	_____	\$ _____
d.	_____	_____	_____	_____	\$ _____

3. **Retirement Account (IRA, SEP, 401(k), 403(b), Keogh, TSA, Profit Sharing, etc.):**

	<u>Company</u>	<u>Name on Account</u>	<u>Account Number</u>	<u>Approximate Value</u>
a.	_____	_____	_____	\$ _____
b.	_____	_____	_____	\$ _____
c.	_____	_____	_____	\$ _____
d.	_____	_____	_____	\$ _____

4. **Brokerage Accounts, Mutual Funds, and Money Market Accounts (that are not retirement accounts):**

	<u>Company/Broker</u>	<u>Name on Account</u>	<u>Account Number</u>	<u>Approximate Value</u>
a.	_____	_____	_____	\$ _____
b.	_____	_____	_____	\$ _____
c.	_____	_____	_____	\$ _____
d.	_____	_____	_____	\$ _____

5. **Savings Bonds, Treasury Bills, etc. (not in brokerage account):**

(If you have several bonds, please feel free to bring them to the meeting rather than listing them all here.)

	<u>Type</u>	<u>Denomination</u>	<u>Listed Owner</u>	<u>Maturity Date</u>	<u>Approximate Value</u>
a.	_____	_____	_____	_____	\$ _____
b.	_____	_____	_____	_____	\$ _____
c.	_____	_____	_____	_____	\$ _____

6. Stocks Held in Certificate Form (not in brokerage account or Dividend Reinvestment Plans (DRIP)):

	<u>Company</u>	<u>Number of Shares</u>	<u>Name on Certificate</u>	<u>Approximate Value</u>
a.	_____	_____	_____	\$ _____
b.	_____	_____	_____	\$ _____
c.	_____	_____	_____	\$ _____

7. Life Insurance Policies:

	<u>Company</u>	<u>Insured</u>	<u>Policy Number</u>	<u>Cash Value</u>	<u>Death Benefit</u>	<u>Employer Provided</u>
a.	_____	_____	_____	\$ _____	\$ _____	Y/N
b.	_____	_____	_____	\$ _____	\$ _____	Y/N
c.	_____	_____	_____	\$ _____	\$ _____	Y/N

8. Annuities (as titled on account):

	<u>Company</u>	<u>Annuitant</u>	<u>Name on Account</u>	<u>Account Number</u>	<u>Approximate Value</u>
a.	_____	_____	_____	_____	\$ _____
b.	_____	_____	_____	_____	\$ _____
c.	_____	_____	_____	_____	\$ _____
d.	_____	_____	_____	_____	\$ _____

9. Promissory Notes, Real Estate Contracts, and Other Receivables Owed to You:
(Please attach copies of contracts or notes)

	<u>Buyer/Borrower</u>	<u>Date of Note or Contract</u>	<u>Property Securing Note or Contract</u>	<u>Approximate Balance</u>
a.	_____	_____	_____	\$ _____
b.	_____	_____	_____	\$ _____

10. **Stock Options, Employee Stock Purchase Plans, etc.:**

	<u>Company</u>	<u>Owner</u>	<u>Vested</u>	<u>Unvested</u>	<u>Approximate Value</u>
a.	_____	_____	_____	_____	\$ _____
b.	_____	_____	_____	_____	\$ _____
c.	_____	_____	_____	_____	\$ _____

11. **Closely Held Business Interests:**

	<u>Company</u>	<u>Owner</u>	<u>Shares/Units/ Percentage of Ownership</u>	<u>Approximate Value</u>
a.	_____	_____	_____	\$ _____
b.	_____	_____	_____	\$ _____
c.	_____	_____	_____	\$ _____

12. **Other:**

(Please let us know if you have any other assets to those listed above, such as limited partnership interests, oil/gas/mineral rights, fine art or antique collection, etc.)
