

ESTATE PLANNING QUESTIONNAIRE

Date _____ File Number _____

Home Phone No. _____ Business Phone No. _____

E-mail address _____ Fax No. _____

This form is extremely important. Your accuracy and completeness in responding will help me best represent you. Please bring this information with you to the appointment.

A. PERSONAL DATA

Full Name _____
(print name as shown on your checks)

Address _____

City _____ State _____ Zip _____

Birth Date _____

Social Security No. _____

U.S. Citizen? Yes No

Annual Income \$ _____

B. REFERRAL

By whom were you referred to this office?

Name _____

Address _____

City _____ State _____ Zip _____

- Referral is a:
- Attorney
 - Financial Planner
 - Previous Client of Firm
 - Other

C. CHILDREN (if applicable)

Name of Child _____ Gender Male
 Female

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Date of Birth _____ Social Security Number _____

E-mail Address _____

- Relationship to Spouse 1:
- Natural Child
 - Adopted
 - Stepchild
 - Child born out of wedlock

- Relationship to Spouse 2:
- Natural Child
 - Adopted
 - Stepchild
 - Child born out of wedlock

Name of Child _____ Gender Male
 Female

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Date of Birth _____ Social Security Number _____

E-mail Address _____

Relationship to Spouse 1: Natural Child Adopted
 Stepchild Child born out of wedlock

Relationship to Spouse 2: Natural Child Adopted
 Stepchild Child born out of wedlock

Name of Child _____ Gender Male
 Female

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Date of Birth _____ Social Security Number _____

E-mail Address _____

Relationship to Spouse 1: Natural Child Adopted
 Stepchild Child born out of wedlock

Relationship to Spouse 2: Natural Child Adopted
 Stepchild Child born out of wedlock

Name of Child _____ Gender Male
 Female

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Date of Birth _____ Social Security Number _____

E-mail Address _____

Relationship to Spouse 1: Natural Child Adopted
 Stepchild Child born out of wedlock

Relationship to Spouse 2: Natural Child Adopted
 Stepchild Child born out of wedlock

D. GRANDCHILDREN (if applicable)

Name of Grandchild _____ Gender Male
 Female

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Date of Birth _____ Social Security Number _____

E-mail Address _____

Relationship to your child: Natural Child Adopted
 Stepchild Child born out of wedlock

Name of Grandchild _____ Gender Male
 Female

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Date of Birth _____ Social Security Number _____

E-mail Address _____

Relationship to your child: Natural Child Adopted
 Stepchild Child born out of wedlock

Name of Grandchild _____ Gender Male
 Female

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Date of Birth _____ Social Security Number _____

E-mail Address _____

Relationship to your child: Natural Child Adopted
 Stepchild Child born out of wedlock

Name of Grandchild _____ Gender Male
 Female

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Date of Birth _____ Social Security Number _____

E. DISPOSITIVE INTENTIONS

1. SPOUSE AND CHILDREN

Do you wish to provide primarily for your spouse and secondarily for your children?

Yes No

Do you wish to treat all of your children equally?

Yes No

If not, why not? _____

After your spouse's death, at what age do you want distribution to your children (e.g. a typical plan provides for 1/2 at age 30 and 1/2 at age 35)? _____

2. OTHER BENEFICIARIES

Do you want your Will or Trust to benefit anyone other than your spouse, children, grandchildren or a charity?

Yes No

If so, please list:

Name of Beneficiary	Address of Beneficiary	Relationship	Dollar Amount

F. EXECUTOR

Whom do you want to serve as your Executor?

First Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

Second Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

Third Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

G. TRUSTEE

Whom do you want to serve as your Trustee?

First Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

Second Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

Third Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

H. GUARDIAN

If you have minor or disabled child/children, whom do you want to act as Guardian?

First Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

Second Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

Third Choice: Name _____
 Relationship to you _____
 Address _____
 Phone Number _____

I. LIVING WILL

Do you want your Living Will to provide for withdrawal of artificial food and fluid? Yes No

Do you want to donate your eyes or organs? Yes No

Do you want your Health Care Agent to consult with any other person prior to acting? Yes No

If yes, with whom? _____

Name of Proposed Health Care Agent _____

Address _____

Relationship to you _____

Phone Number _____

Name of Proposed Alternate Health Care Agent _____

Address _____

City _____ State _____ Zip _____

What is the name and address of your primary care physician?

Full Name of Physician _____

Address _____

Phone Number _____

J. POWER OF ATTORNEY

First Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

Second Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

Third Choice: Name _____

Relationship to you _____

Address _____

Phone Number _____

K. MISCELLANEOUS

Do you have any other legal issues which I should be aware of? Yes No

If yes, please explain _____

What is the location of your important papers? _____

Do you have a Safe Deposit Box? Yes No

If yes, please indicate the name and address of the location _____

Have a you ever made gifts in excess of \$12,000 in any one calendar year? Yes No

Have you ever filed a Federal Gift Tax Return? Yes No

L. FINANCIAL SUMMARY

ASSET/LIABILITY	<u>ASSET TOTAL</u>	<u>LIABILITY TOTAL</u>
CHECKING (attach copies of statements)		
SAVINGS (attach copies of statements)		
MONEY MARKET (attach copies of statements)		
CERTIFICATE OF DEPOSIT (attach copies of statements)		

RESIDENCE (attach a copy of deed)		
OTHER REAL ESTATE (attach copy of deeds)		
Address:		
Address:		
BROKERAGE ACCOUNT (attach copies of statements)		
MUTUAL FUNDS (attach copies of statements)		
STOCKS NOT HELD BY BROKER (attach copies of statements)		
BONDS – NON-MUTUAL		

FUNDS HELD BY BROKER (attach copies of statements)		
BONDS – NON-MUTUAL FUNDS NOT HELD BY BROKER (attach copies of statements)		
NOTES & MORTGAGES RECEIVABLE (attach copies of Notes & Mortgages)		
BUSINESS INTERESTS (attach copies of stock certificates, partnership agreements and/or other documentation)		
Name of Business:		
Name of Business:		
NON-IRA TAX QUALIFIED RETIREMENT PLAN (attach copies of statements)		

TRADITIONAL IRA PLAN (attach copies of statements)		
ROTH IRA (attach copies of statements)		
ANNUITIES (attach copies of contracts)		
LIFE INSURANCE (attach copies of the front page of all policies)		
INHERITANCE, ETC.		
AUTOMOBILES		
JEWELRY COLLECTIONS		
OTHER ASSET (attach copies of documentation pertaining to such assets)		

Description:		
Description:		
Description:		

Are you a contributor to a 529 Plan?

Yes No

If yes, please attach a statement of the 529 account.

Personal Residence:

Tax Block # _____ Lot# _____ (Can be obtained from Tax Bill)

Addresses of real property other than personal residence:

(1) Address _____

City _____ State _____ Zip _____

Tax Block # _____ Lot# _____ (Can be obtained from Tax Bill)

(2) Address _____

City _____ State _____ Zip _____

Tax Block # _____ Lot# _____ (Can be obtained from Tax Bill)

M. CERTIFICATION

The undersigned hereby represents that the information contained in this intake form is accurate and complete, and that the undersigned understands that the law firm and its individual lawyers will rely on this information. I understand that if the information contained herein is inaccurate or incomplete, the recommendations made by the law firm may not be appropriate.

Signature of Client or Client Representative:
