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## ESTATE PLANNING QUESTIONNAIRE

### CLIENT INFORMATION

Client's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Business Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Fax Number \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Do you currently have a will? \_\_\_\_\_ (if yes, please provide a copy)

Spouses's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Business Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Fax Number \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Do you currently have a will? \_\_\_\_\_ (if yes, please provide a copy)

Name(s) of Husband's Former Spouses: \_\_\_\_\_ Living? Y \_\_\_ N \_\_\_  
\_\_\_\_\_ Living? Y \_\_\_ N \_\_\_  
\_\_\_\_\_ Living? Y \_\_\_ N \_\_\_  
Name(s) of Wife's Former Spouses: \_\_\_\_\_ Living? Y \_\_\_ N \_\_\_  
\_\_\_\_\_ Living? Y \_\_\_ N \_\_\_  
\_\_\_\_\_ Living? Y \_\_\_ N \_\_\_

Children from Current Marriage:

NAME   ADDRESS   DATE OF BIRTH   LIVING (Y/N)   SPOUSES NAME

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Children from Current Marriage:

NAME   ADDRESS   DATE OF BIRTH   LIVING (Y/N)   LIVING   SPOUSE NAME   \*STATUS

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

\*Place "H" for his or "W" for hers, "C" if have custody and "A" if adopted by current spouse

Grandchildren:

NAME   AGE   NAME OF PARENT

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Names of Other Dependents:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Miscellaneous family details (Divorces, adoptions, disabilities, premarital agreements, health problems of any children):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL ADVISORS**

	Name	Address
Accountant	_____	_____
Insurance Agent	_____	_____
Investment Advisor/Broker	_____	_____
Other Attorneys	_____	_____

**ASSETS**

**1. REAL ESTATE** (not held in a partnership, etc..., see "Business Interests")

- a. Primary Residence \_\_\_\_\_
  - Title held by (owner) \_\_\_\_\_
  - Form of Ownership (JT, TC, TE) \_\_\_\_\_
  - Approximate Value \_\_\_\_\_
  - Mortgage Balance \_\_\_\_\_

- b. Other Real Estate – Address \_\_\_\_\_

Title held by (owner) \_\_\_\_\_

Form of Ownership (JT, TC, TE) \_\_\_\_\_

Approximate Value \_\_\_\_\_

Mortgage Balance \_\_\_\_\_

**2. PENSION, ANNUITIES, & IRAS**

Institution & Address	Beneficiary	Approx. Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3. LIFE INSURANCE**

**a. Institution/Address** \_\_\_\_\_

**Owner Of Policy** \_\_\_\_\_

**Beneficiary** \_\_\_\_\_

**Type of Policy** \_\_\_\_\_

**Value of Policy  
(Cash Value)** \_\_\_\_\_

**b. Institution/Address** \_\_\_\_\_

**Owner of Policy** \_\_\_\_\_

**Beneficiary** \_\_\_\_\_

**Type of Policy** \_\_\_\_\_

**Value of Policy** \_\_\_\_\_

**c. Institution/Address** \_\_\_\_\_

**Owner of Policy** \_\_\_\_\_

**Beneficiary** \_\_\_\_\_

**Type of Policy** \_\_\_\_\_

**Value of Policy** \_\_\_\_\_

**4. BANK ACCOUNTS (Savings,Checking,Time Deposit,Money Market Accounts)**

**a. Type of Account** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Institution** \_\_\_\_\_

**Approx. Balance** \_\_\_\_\_

**Title Held in (owner)** \_\_\_\_\_

**b. Type of Account** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Institution** \_\_\_\_\_

**Approx. Balance** \_\_\_\_\_

**Title Held in (owner)** \_\_\_\_\_

**c. Type of Account** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Institution** \_\_\_\_\_

**Approx. Balance** \_\_\_\_\_

**Title Held in (owner)** \_\_\_\_\_

**5. INVESTMENTS (Stock, Bonds, Mutual Funds, and Brokerage Accounts)**

**a. Institution or Name of Security** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Number of Shares** \_\_\_\_\_

**Value as of** \_\_\_\_\_ **is \$** \_\_\_\_\_

**Title held in (owner)** \_\_\_\_\_

**b. Institution or Name of Security** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Number of Shares** \_\_\_\_\_

**Value as of** \_\_\_\_\_ **is \$** \_\_\_\_\_

**Title Held in (owner)** \_\_\_\_\_

**c. Institution or Name of Security** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Number of Shares** \_\_\_\_\_

**Value as of** \_\_\_\_\_ **is \$** \_\_\_\_\_

**Title Held in (owner)** \_\_\_\_\_

**d. Institution or Name of Security** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Number of Shares** \_\_\_\_\_

**Value as of** \_\_\_\_\_ **is \$** \_\_\_\_\_

**Title Held in (owner)** \_\_\_\_\_

**6. BUSINESS INTERESTS (Partnerships, S-Corps, etc..)**

a. **Name** \_\_\_\_\_

**Nature of Business Interest** \_\_\_\_\_

**Approx. Value of Interest** \_\_\_\_\_

b. **Name** \_\_\_\_\_

**Nature of Business Interest** \_\_\_\_\_

**Approx. Value of Interest** \_\_\_\_\_

**7. EXECUTIVE COMPENSATION AND EMPLOYEE BENEFITS**

Employer's Name and Address: \_\_\_\_\_

<b>A. Type Of Plan Beneficiary</b>	<b>Retirement Benefit</b>	<b>Amount Vested</b>	<b>Death Benefits</b>
1. Pension	_____	_____	_____
2. Profit Sharing	_____	_____	_____
3. Deferred Comp.	_____	_____	_____
4. H.R. 10 Keogh Plan	_____	_____	_____
5. Individual Retirement Account	_____	_____	_____
6. 401(k)	_____	_____	_____
7. Other	_____	_____	_____
<b>B. Stock Option Plan</b>	<b>Option Price</b>	<b>Current Value</b>	<b>Exercise Terms</b>
1. Incentive Stock Plan	_____	_____	_____
2. Non-qualified Stock Option Plan	_____	_____	_____
<b>C. Other Benefits</b>	<b>Insurance Company</b>	<b>Benefits</b>	<b>Beneficiary</b>
1. Group Term Life Insurance	_____	_____	_____
2. Other	_____	_____	_____

**8. OTHER PERSONAL PROPERTY (jewelry, furs, safe deposit boxes, etc..)**

a. Provide a brief description \_\_\_\_\_

Approximate value \_\_\_\_\_

Owner \_\_\_\_\_

Location \_\_\_\_\_

b. Provide a brief description \_\_\_\_\_

Approximate value \_\_\_\_\_

Owner \_\_\_\_\_

Location \_\_\_\_\_

c. Provide a brief description \_\_\_\_\_

Approximate value \_\_\_\_\_

Owner \_\_\_\_\_

Location \_\_\_\_\_

d. Provide a brief description \_\_\_\_\_

Approximate value \_\_\_\_\_

Owner \_\_\_\_\_

Location \_\_\_\_\_

**9. LIABILITIES**

<b>Amount of Debt</b>	<b>Description of Collateral Securing Debt</b>	<b>Name of Creditor</b>	<b>Interest Rate</b>	<b>Manner of Payment (e.g. demand, installments, open line credit)</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**DESIGNATION OF FIDUCIARIES**

**EXECUTOR OF THE WILL**

**Executor** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Co-Executor (if applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Alternative Executor** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Alternative Co-Executor (if applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**TRUSTEE OF ANY TRUST CREATED**

**Trustee** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Co-Trustee (if applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Alternative Trustee** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Alternative Co-Trustee (if applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**GUARDIAN OF ANY MINOR CHILDREN**

**Guardian** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Alternative Guardian** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Note: All guardians appointed will be named as guardian of the person and of the estate unless you indicate differently.**

**POWER OF ATTORNEY (HEALTH CARE & PROPERTY)**

**Husband's Agent** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Alternate Agent** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Wife's Agent** \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Relationship \_\_\_\_\_

Alternate Agent \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Relationship \_\_\_\_\_

### SPECIFIC BEQUESTS

a. Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Bequest (dollar amount or description of the property) \_\_\_\_\_

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b. Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Bequest (dollar amount or description of the property) \_\_\_\_\_

---

b. Name \_\_\_\_\_

**Address** \_\_\_\_\_

**Relationship to you** \_\_\_\_\_

**Bequest (dollar amount or description of the property)** \_\_\_\_\_

\_\_\_\_\_