



Estate Planning Intake Form

TODAY'S DATE	
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PLEASE ANSWER THE FOLLOWING

YOUR PERSONAL INFORMATION

Full Name:		Maiden Name (if applicable):	
Address:			
City:	State:	Zip:	
Cell Phone:	Home Phone:	Work Phone:	
Email Address:		Fax Number:	
Birth Date:	Social Security Number:		

SPOUSES PERSONAL INFORMATION

Full Name:		Maiden Name (if applicable):	
Address:			
City:	State:	Zip:	
Cell Phone:	Home Phone:	Work Phone:	
Email Address:		Fax Number:	
Birth Date:	Social Security Number:		

CHILDREN/BENEFICIARIES

Age:	Relationship:	Full Legal Name:

Are any children expected at this time?

Should each child/beneficiary be treated equally? If not please provide details as to how you would like for them to be treated.

Have any of your children predeceased you? If so, how would you like their portion distributed?

If you have minor children, who should raise (serve as guardians) for your minor children?

At what age should your children/beneficiaries receive their shares outright and free from the Trustee's supervision?

Would you like anything to be given to someone other than the children/beneficiaries included herein? If so please provide details of who and what is to be given.

Do you want any portion of your estate to be used for charitable purposes? If so, please provide details as to what portion and to whom you would like them to be directed.

TRUSTEE, SUCCESSOR TRUSTEE, PERSONAL REPRESENTATIVE INFORMATION

Who should be appointed as your Trustee/Personal Representative to handle all of your personal, financial and business affairs? (Full name and address)

Should the individual listed above become deceased, unable or unwilling to serve, who would you like to appoint as their successor? (Full name and address)

PROPERTY TO BE HELD IN TRUST

Property	Address:	
	Parcel Number:	
	Legal Description:	
Property	Address:	
	Parcel Number:	
	Legal Description:	

ESTIMATED ASSETS AND LIABILITIES

Asset:	Current Value:	Liability:	Amount owed:
Cash		Home Mortgage	
Money Market Accounts		Other Mortgage	
Savings Accounts/CD's		Credit Cards	
Stocks		Other	
Mutual Funds		Other	
Bonds		Other	
Home		Other	
Investment Real Estate		Automobiles	

Business Interest			
Automobiles			
IRA Assets			
Other Retirement Assets			
Other Assets			
Other Assets			

Life Insurance Policy Information for yourself (Company name, name of insured, policy number, policy amounts, policy beneficiaries):

Life Insurance Policy Information for your spouse (Company name, name of insured, policy number, policy Amounts, policy beneficiaries):

PERSONAL PROPERTY ITEMS (specific items to distribute)

Item description:	Awarded to who:

ADDITIONAL NOTES/INFORMATION

NOTES (OFFICE USE)

ESTATE PLANNING CHECKLIST

Please collect and provide us with copies of the following documents so we can better assist you in planning and organizing your estate.

- Deeds*: A copy of each deed for your home and all other real estate. (Property tax statements are not adequate.)
- Mutual Funds and Banking Accounts*: For each savings account, checking account, certificates of deposit, money market fund, mutual fund, etc., please provide the name and address of each institution plus your account number.
- Stocks and Bonds*: A copy of all stock and bond certificates plus a copy of a recent statement from your broker for each brokerage account.
- Other Investments*: A copy of evidence of ownership or purchase of all other investments (limited partnerships, money owed to you, time shares, etc.)
- Life Insurance*: A copy of the front page of each insurance policy on you and nay members of your family – showing company name, name of insured, policy number, etc.
- Legal Documents*: Copies of your wills, trusts, and any pre-marital agreements.

THE PITFALLS OF JOINTLY OWNED PROPERTY

- Your joint tenancy property can pass to unintended heirs.
- Joint tenancy merely postpones probate. When the last co-owner dies, the property must pass through probate before it goes to his or her beneficiary.
- There may be unintended gift taxes if joint tenancy is used between non-spouses or with children.
- Joint tenancy does not offer any opportunity to control the timing or the recipients of your property.
- The creditors of any single joint tenant can force you to sell your entire property.

THE PITFALLS OF BENEFICIARY DESIGNATIONS

- Naming your beneficiaries on standard “beneficiary designations” forms often means losing control of a major part of your estate. These forms do not permit you to leave instruction or provide protection or guidance to your beneficiaries.
- Using a beneficiary designation form will expose your spouse and children to frivolous litigation or to those who might prey upon their good intentions.
- Distributions under a beneficiary designation form can cause unintended results that create family discord or fail to meet your family’s special needs.
- Beneficiary designations seldom make adequate provision for income or estate tax planning.

THE PITFALLS OF A WILL

- A will guarantees probate – along with executor and attorney fees, unnecessary delays, and extra work for your family.
- Wills offer no planning, guidance or protection against the risks of disabilities.
- Wills are easily challenged by unhappy relatives.
- Wills do not control your life insurance proceeds, retirement benefits, or jointly owned property. Your will controls only the assets of your probate estate.

THE BENEFITS OF A LIVING TRUST

A funded living trust gives you the following benefits. Please check the benefits which you desire:

- Preserves your absolute control and enjoyment of your assets.

- Provides a clear, written plan for the proper distribution of assets to your heirs plus family-supervised management of your affairs.
- Avoids conservatorships: there are no winners in a law suit by the family – against you – to determine incapacity and to appoint a guardian.
- Avoids Probate: the legal proceedings which certify the validity of your will, creates marketable title to your assets, oversees distributions, and settles any dispute (will contests, creditor’s claims, etc.). Probate usually involves avoidable costs, delays, publicity, complexities, etc.
- Solves joint tenancy problems: intra-family disputes, unfair and unnecessary exposure to creditors, accidental gifts, accidentally disinherit your beneficiaries, etc.
- Protects your plan against “will contests.”
- Provides some protection against meritless litigation.
- Provides a distinct entity for the segregation and preservation of your separate property.

In addition, Living Trusts are Strongly Recommended if...

- You have assets and life insurance benefits of \$300,000 or more.
- You own real property in more than one state.
- You have joint ownership assets with anyone except your spouse.
- You have any assets in your sole name.
- Your family has “yours”, “mine” or “ours” children or assets.

SUMMARY OF ESSENTIAL ESTATE PLANNING DOCUMENTS

1. Family or Revocable Trust. The keystone of your estate plan, a revocable trust, protects you and your family in at least five ways because it –

- (a). Avoids probate and saves time and money in transferring assets and marketable title to your beneficiaries.
- (b). Avoids conservatorships and saves time and money should you become disabled.
- (c). Provides a written, documented plan for the proper and customized distribution of your assets.
- (d). Provides continuous, family management in the conservation and transfer of your assets.
- (e). “Disinherits” the IRS by protecting up to \$3.0 million from estate taxes.

You will retain complete control over your home, investments, etc., because you are the Trustor (the creator of the trust) and the Trustee and the Beneficiary – all at the same time. You control all aspects of the Trust, including investments and distributions for your own benefit. After you are gone, your named successor trustees will have full control of all trust properties – without probate. They will distribute your assets according to your specific instructions.

2. Pour-Over Will. As an extra precaution, your pour-over will simply transfers or “pours” all probate assets (if any) “over” to the trustee of your Family Trust. Your will is the best vehicle for naming guardians – those who will raise any minor children – with the least possible supervision of the government. Also, the “Memorandum” attached to your will can designate the specific recipients of any family heirlooms, furniture, collections, etc.

3. Durable Power of Attorney. With this document, you appoint a close relative or good friend as your attorney-in-fact. If you become incapacitated or unavailable for any reason, your “attorney” can still transact any business or handle any matter (banking, investing, health care, etc.) on your behalf.

4. Living Will. A “Living Will” or Directive to Physicians expresses your desires regarding life-support systems which only prolong the dying process.