

CONFIDENTIAL
ESTATE PLANNING WORKSHEET

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**CONFIDENTIAL
ESTATE PLANNING WORKSHEET**

Personal Information

Partner 1

Partner 2

Full name:		
Birthdate:		
Citizenship:		
Social security number:		
Home address:		
Home telephone:		
Cell phone:		
Email:		
Employer:		
Office address:		
Office telephone:		
Name of prior spouse (if any):		
Dependents other than children:		

Children

Name	Child only of P 1/P 2	Birthdate	Citizenship	Residence	Married? Y/N	No. of Children

BENEFICIARY DESIGNATION ASSETS

Life Insurance

Partner 1

Partner 2

Number of policies:		
Total face amount:		
Total present cash value:		
Owner(s):		
Total loan(s):		
Total annual premiums:		
Primary beneficiary(ies):		
Contingent beneficiary(ies):		

Retirement Benefits

Partner 1

Partner 2

Qualified Plans (e.g., 401(k), 403(b)):

Type (pension, profit sharing, ESOP, etc.):		
Approximate balance(s):		
Primary beneficiary(ies):		
Contingent beneficiary(ies):		

Non Qualified Plans (e.g., IRA, SEP-IRA):

Approximately balance(s):		
Primary beneficiary(ies):		
Contingent beneficiary(ies):		

Last Will and Testament

A. Fiduciaries (Personal Representative, Trustee and Guardian):

1. **Personal Representative:** The Personal Representative is the individual(s) or entity (i.e. bank) designated to identify and collect assets of your estate, pay claims, expenses and obligations of the estate, settle the tax liability and distribute the estate as provided in your Will. Spouses will often serve for each other, and another individual(s) or entity will serve as successor.

Partner 1

Partner 2

Name of individual(s) or entity to serve as Personal Representative	(PR)		
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(PR) and as Successor Personal Representative (SPR)	(SPR)		
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2. **Trustee:** The Trustee is the individual(s) or entity designated to hold, manage and distribute assets placed in any trust(s) established in your Will. The Trustee is guided by state law, and may obtain and rely on the advice of professionals regarding the management of the assets. The selection here often parallels the selection of PR(s) and SPR(s), discussed above.

Name of individual(s) or entity to serve as Trustee (TR),	(TR)		
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Successor Trustee (STR) of any trusts to be established and	(STR)		
Children's Trust Trustee (if any)			

3. **Guardian:** The Guardian of the person is the individual(s) who will take custody of your minor children (i.e. children under age 18) when there is no surviving parent. The Guardian's role is parental in nature, rather than financial. The Guardian and Trustee will coordinate with each other and can be the same person. You should name a successor guardian in the event the first named guardian is unable or unwilling to serve. You should also discuss this decision with the persons you choose prior to naming them in your Wills.

Name of individual(s) to serve as Guardian (G) or Successor	(G)		
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Guardian (SG)	(SG)		
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B. Dispositive Provisions

1. If married:

a. Putting tax considerations aside, would you prefer to have property pass to the survivor of you free and clear, (i.e., not in trust)?

b. It is usually advisable to establish a trust in your Will to hold your estate for the benefit of your young children upon the death of both of you. The provisions of the trust generally allow the Trustee to make payments for the health, support, maintenance and education of the children. At some point, however, a child's share is usually distributed to him or her outright, and the trust terminates. The termination should be at the age or ages at which the child can be expected to manage the funds independently. For example, one-half of a child's share could be distributed to the child at age 25 with the balance distributed at age 30. If you think that the use of a trust for the children is advisable, at what age or ages should their shares be distributed to them free of trust?

c. Do either of you wish to include in your Will gifts to individuals or entities (i.e., charities) other than your surviving spouse and descendants (i.e., children, grandchildren)? _____. If yes, please list the persons and/or organizations and the amount(s) of specific bequests to each:

d. If neither of you nor any of your descendants survive until the complete distribution of your estate, please name the individuals, or perhaps charitable organizations, for whom you would like to provide in such circumstance:

2. Special Concerns:

Are there additional concerns or beneficiaries that haven't been discussed above?

OTHER DOCUMENTS

A. General Durable Power of Attorney

The General Durable Power of Attorney allows you to appoint an individual(s) (i.e. "the attorney-in-fact") to make decisions and take actions regarding your property in the event you are incapacitated. The General Durable Power of Attorney is designed to preclude the need for a guardianship proceeding in the event of incapacity and becomes effective immediately or upon your disability or incompetence, as you determine appropriate.

Partner 1

Partner 2

Name of individual to serve as attorney-in-fact (AIF) and		
and successor attorney in fact (SAIF)		

B. Medical Power of Attorney

The Medical Power of Attorney allows the attorney-in-fact to make decisions regarding the medical treatment and non-treatment of the principal.

Partner 1

Partner 2

Name of individual to serve as attorney-in-fact(AIF) and		
successor attorney in fact (SAIF)		

C. Health Care Directive

The Health Care Directive is a statutory form designed to provide for the termination of artificial life support systems if you are diagnosed to be in a "terminal condition" or in a "permanent unconscious condition." Would you be interested in executing such a document? Yes _____ No _____.

Existing Documents

Please provide us with copies of any existing estate planning documents, including Last Wills and Testaments, Community Property Agreements, Pre and Post Nuptial Agreements, Trust Agreements, Buy/Sell Agreements, Gift Tax Returns, Powers of Attorney, Living Wills, Divorce Decrees and Property Settlement Agreements, etc.

ASSETS AND LIABILITIES

I. <u>U.S. – SITUS ASSETS</u>	Separate Property <u>Partner 1</u>	Separate Property <u>Partner 2</u>	Joint Property
Cash (checking and savings accounts)	\$	\$	\$
Short-term investments - treasury bills, certificates of deposit, etc.	\$	\$	\$
Publicly traded securities and bonds	\$	\$	\$
Annuities	\$	\$	\$
Closely held securities (e.g., S CORP stock)*	\$	\$	\$
Principal Residence	\$	\$	\$
Vacation Home	\$	\$	\$
Other real estate	\$	\$	\$
Partnerships (and LLC's)*	\$	\$	\$
Accounts receivable	\$	\$	\$
Life Insurance Death Benefit**	\$	\$	\$
Retirement benefits			
Qualified plans (e.g., 401(k), 403(b)):	\$	\$	\$
Non qualified plans (e.g., IRA, SEP IRA):	\$	\$	\$
Furnishings (including art work and antiques)	\$	\$	\$
Automobiles	\$	\$	\$
Boats	\$		\$
Other	\$		\$
TOTAL U.S. – SITUS ASSETS	\$		\$

* If controlling interest is owned in closely held corporation or partnership, give details.

II. U.S. SITUS LIABILITIES

	Separate Property <u>Partner 1</u>	Separate Property <u>Partner 2</u>	Joint Property
Mortgage(s)	\$	\$	\$
Guarantee	\$	\$	\$
Loans, notes, etc.	\$	\$	\$
Other Obligations	\$	\$	\$
TOTAL U.S. – SITUS LIABILITIES	\$	\$	\$
ASSETS - LIABILITIES = NET SEPARATE PROPERTY AND NET JOINT PROPERTY	\$	\$	\$

COMPLETE THE FOLLOWING TWO PAGES ONLY IF YOU OWN ASSETS LOCATED OUTSIDE OF UNITED STATES

III. FOREIGN – SITUS ASSETS (IN US. DOLLARS; INDICATE SITUS COUNTRY)

	<u>Situs</u>	Separate Property <u>Partner 1</u>	Separate Property <u>Partner 2</u>	Joint Property
Cash (checking and savings accounts)		\$	\$	\$
Short-term investments		\$	\$	\$
Securities and bonds		\$	\$	\$
Annuities		\$	\$	\$
Closely held securities		\$	\$	\$
Principal Residence		\$	\$	\$
Vacation Home		\$	\$	\$
Other real estate		\$	\$	\$
Partnerships		\$	\$	\$
Accounts receivable		\$	\$	\$
Life Insurance Death Benefit		\$	\$	\$
Retirement benefits (Indicate type)		\$	\$	\$
Furnishings (including art work and antiques)		\$	\$	\$
Automobiles		\$	\$	\$
Boats		\$	\$	\$
Other		\$	\$	\$
TOTAL FOREIGN – SITUS ASSETS		\$	\$	\$

IV. FOREIGN – SITUS LIABILITIES (IN US. DOLLARS; INDICATE SITUS COUNTRY)

	<u>Situs</u>	Separate Property <u>Partner 1</u>	Separate Property <u>Partner 2</u>	Joint <u>Property</u>
Mortgage(s)		\$	\$	\$
Guarantee		\$	\$	\$
Loans, notes, etc.		\$	\$	\$
Other Obligations		\$	\$	\$
TOTAL FOREIGN. – SITUS LIABILITIES		\$	\$	\$
ASSETS MINUS LIABILITIES (III- IV)		(A)\$	(B)\$	(C)\$
TOTAL FOREIGN. SITUS NET WORTH (A + B + C)		\$		