

ESTATE PLAN INFORMATION

The following is the information we will need in order to plan your estate. You may not be able to answer the questions at the end without talking with us first, but you should at least start thinking about them. If you indicate that you wish to establish a trust for someone's benefit, we will want to explore with you the various forms the trust could take.

If you are unmarried please simply ignore the questions relating to spouses and joint ownership, unless you own property jointly with some other person.

I. PERSONAL INFORMATION

	Birthdate	Soc. Sec. No.
1. Name _____	_____	_____
2. Name of Spouse _____	_____	_____
3. Home Address _____ _____	Home phone: _____	
	Cell Phone: _____	
	E-mail address: _____	
4. Place of Birth (yours) _____	Citizenship _____	
" " " (spouse) _____	Citizenship _____	
5. Business address (yours) _____	Bus. phone: _____	
" " " (spouse) _____	Bus. phone: _____	
6. Marital Status _____		
Date of marriage _____		
Name of prior spouse(s) _____ _____	Date of divorce _____ _____	
Pre- or Post-Nuptial Agreements? (Please bring copies)		

Separation Agreements? (Please bring copies)

II. FAMILY TREE

Children:

<u>Name</u>	<u>Address (City &amp; State)</u>	<u>Date of Birth</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Grandchildren:

<u>Name</u>	<u>Parent's Name</u>	<u>Age</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parents:

<u>Name</u>	<u>Address</u>	<u>Age</u>
_____	_____	_____
_____	_____	_____

Spouse's

_____	_____	_____
_____	_____	_____

Other Dependents and/or Possible Beneficiaries:

<u>Name/Relationship</u>	<u>Address</u>	<u>Age</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please sketch a family tree for yourself (and your spouse) showing, if appropriate, your parents, siblings, children and grandchildren. Include nieces and nephews if they are to be mentioned in your will.

III. FIDUCIARIES AND ADVISORS

Select and specify individual(s) and/or an institution (i.e., bank) to serve in the capacity listed, if relevant. The same person(s) may serve as trustee and guardian for any minor children. If you have named two people to serve together, consider whether one of them may serve alone if the other cannot serve.

<u>Name</u>	<u>Address</u>
Executor(s)	
_____	_____
_____	_____
Alternate Executor(s)	
_____	_____
_____	_____
Trustee(s)	
_____	_____
_____	_____
Alternate Trustee(s)	
_____	_____
_____	_____
Guardian(s) for Children	
_____	_____
_____	_____
Alternate Guardian(s) for Children	
_____	_____

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#### IV. ASSETS

For each asset (i) indicate the owner by using his or her initials or "J" if joint and (ii) supply approximate value.

Tangible Personal Property (Household furniture, art, silver, jewelry, etc.): Describe property of unusual nature or particular sentimental value.

Residential Real Estate: Give address and type of home, i.e. residence or vacation. Provide both market value and balance due on mortgage(s). Attach copy of deed, if possible.

Rental or Business Real Estate: Give same information as for residential. Also, provide information about rentals, marketability and income tax basis if available.

Bank and Money Market Accounts: Name of institution, average balance and owner of each account.

Stocks, Bonds, Treasury Notes and/or Bills, Mutual Funds, etc.: Describe and indicate ownership of each holding, or give name of institution holding brokerage account.

Life Insurance: Specify company, type of coverage (term, whole life, universal), death benefit, cash value, if any, name of insured, owner of policy (if other than insured) and beneficiary.



Employee Benefits: Pensions, Profit Sharing Plans, Stock options, I.R.A.'s, "Keogh", Annuities, Stock Bonus plan, other. If known, specify whether vested.

Business Interests: Describe, including nature and extent of interest. If possible, bring any relevant documents (e.g. Buy-Sell, stock restrictions or Partnership agreements).

Other Assets, such as literary or patent rights or money owed to you by others.

Interests in Trusts and Estates of Others: Describe interest (power of appointment, income beneficiary, etc.). Specify name of Settlor or Testator and if possible, bring copy of the trust or will.

Safe Deposit Box: Location (including number), contents and individuals having access.

Family Burial Lot: Location and ownership.

## V. LIABILITIES

List current major debts and liabilities other than mortgages mentioned above.

## VI. DIRECTIONS CONCERNING YOUR WILL

Please consider the following before you come in. You need not write out your responses though it would be helpful if you wish to make specific gifts to a number of individuals and institutions.

- Do you have any specific wishes concerning disposition of your jewelry, furniture, etc.? If so, do you want to include them in your will or are you content to rely on your Executor to carry out those wishes?
- Do you wish to make any specific gifts of cash or securities to friends, relatives, or charitable organizations?
- Do you have any specific wishes concerning real estate, a closely-held business or other unique asset?
- What are your wishes concerning the balance of your estate? A simple example might be: "I want to leave all my property to my husband, but if he doesn't survive me, to my children in trust until age 25." A somewhat more complicated example would be: "I want my mother to have the use of my property while she is living, but on her death I want Smith College to get \$10,000 and my sister's children to have everything else." Be sure to include a back-up plan, in case none of the persons you primarily want to benefit survives you, or is living at the time you have set for distribution of a trust.