



ATTORNEYS AT LAW
A Professional Limited Liability Company



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Estate Planning Questionnaire – Single

Confidential Client Communication

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Certified Tax Law Specialist
Certified Estate and Trust Law Specialist
Fellow, The American College of Trust and
Estate Counsel

Thank you for choosing our firm to assist you with your planning goals. The information you provide in this questionnaire will help you organize your personal and financial information so that we can properly assess your current situation and evaluate what estate planning documents can best serve your needs. The information requested in this form is necessary to provide you with proper advice and recommendations. We request that you complete Sections I through VI of this questionnaire to the best of your ability, and bring the same with the documents requested in Part IX, with you to your initial consultation. We will address the questions detailed in Sections VII and VIII at our meeting. If you haven't already scheduled your initial consultation, please contact my office at your convenience to do so.

General Timeline:

Whether you want just a basic Will, or a more complicated estate or asset protection plan is needed, our timeline for the preparation and completion of your personalized plan will most likely follow the format below:

- Initial Consultation: Review and discuss estate planning questionnaire, as well as discuss the appropriate documents to meet your estate plan goals. Please plan on about an hour for this meeting.
- Review Meeting. Immediately following your initial consultation, a review meeting is scheduled approximately two weeks from the date of your initial meeting. This meeting will be spent reviewing drafts of your estate plan documents as well as answering any questions or concerns you might have.
- Execution Meeting. Within a week or two of your review meeting, an execution meeting will be scheduled. Once you sign your estate plan documents they become legally effective.

After you have signed your estate plan documents, our office will prepare document books containing your plan for your records. Document books are usually processed and forwarded to clients within a week or two of the signing meeting.

Fees:	Next Appointment:
Hourly Rate: \$ _____	Date: _____
Flat Fee: \$ _____	Time: _____

Estate Planning Questionnaire

I. PERSONAL INFORMATION

Full Name _____

Citizenship _____

Social Security # _____ - - _____

Birth Date _____ / ____ / ____

Birth Place _____

County of Residence _____

Home Address _____
Street Address City State Zip

Mailing Address _____
(if different) Address City State Zip

Home Phone/Fax (____) - _____ (____) - _____

Mobile Number (____) - _____

E-mail _____

Employer _____

Business Address _____

Business Phone/Fax (____) - _____ (____) - _____

Prefer to be contacted via Home Phone Work Phone Mobile Phone Email
(please circle one):

Referred by: _____

Previously Married? Yes No

Name of Ex-Spouse _____

Date of Marriage _____ / ____ / ____

City and State _____

Premarital Agreement? Yes No

II. CHILDREN AND GRANDCHILDREN

Please continue on back if necessary.

<u>Children – Full Names and Addresses</u>	<u>Birth Date</u>	<u>Married (Y/N)</u>	<u>No. of children</u>
Child 1: _____ Address: _____ Phone: _____ Spouse's name: _____	____ / ____ / ____	_____	_____
Child 2: _____ Address: _____ Phone: _____ Spouse's name: _____	____ / ____ / ____	_____	_____
Child 3: _____ Address: _____ Phone: _____ Spouse's name: _____	____ / ____ / ____	_____	_____
Child 4: _____ Address: _____ Phone: _____ Spouse's name: _____	____ / ____ / ____	_____	_____

Do you have any children that are deceased? Yes _____ No _____

If yes, please complete the following:

Child Name: _____ Date of Death: _____

Any living descendants? If yes, please list below:

Name: _____ Age: _____ Address: _____

III. SIBLINGS

Please continue on back if necessary.

<u>Sibling(s) – Full Names and Addresses</u>	<u>Birth Date</u>	<u>Married (Y/N)</u>	<u>No. of children</u>
Sibling 1: _____ Address: _____ Phone: _____ Spouse's name: _____	____ / ____ / ____	_____	_____
Sibling 2: _____ Address: _____ Spouse's name: _____	____ / ____ / ____	_____	_____

Sibling 3: _____ / / _____
 Address: _____
 Phone: _____
 Spouse's name: _____

Sibling 4: _____ / / _____
 Address: _____
 Phone: _____
 Spouse's name: _____

Do you have any siblings that are deceased? Yes _____ No _____

If yes, please complete the following:

Sibling Name: _____ Date of Death: _____

Any living descendants? If yes, please list below:

Name: _____ Age: _____ Address: _____

IV. PARENTS

<u>Parent's Names</u>	<u>Living/ Deceased</u>	<u>Age</u>	<u>Address</u>
_____	_____	_____	_____
_____	_____	_____	_____

V. ADVISORS

Accountant:	_____	_____	_____
	<i>Name</i>	<i>Firm</i>	<i>Phone</i>
Life Insurance Professional	_____	_____	_____
	<i>Name</i>	<i>Firm</i>	<i>Phone</i>
Investment Advisor/ Stock Broker	_____	_____	_____
	<i>Name</i>	<i>Firm</i>	<i>Phone</i>
Private Banker/ Trust Officer	_____	_____	_____
	<i>Name</i>	<i>Firm</i>	<i>Phone</i>
Primary Physician	_____	_____	_____
	<i>Name</i>	<i>Firm</i>	<i>Phone</i>
Accountant:	_____	_____	_____
	<i>Name</i>	<i>Firm</i>	<i>Phone</i>
Insurance Agent	_____	_____	_____
	<i>Name</i>	<i>Firm</i>	<i>Phone</i>
Investment Advisor/ Stock Broker	_____	_____	_____
	<i>Name</i>	<i>Firm</i>	<i>Phone</i>
Private Banker/ Trust Officer	_____	_____	_____
	<i>Name</i>	<i>Firm</i>	<i>Phone</i>
Primary Physician	_____	_____	_____
	<i>Name</i>	<i>Location</i>	<i>Phone</i>

VI. FINANCIAL INFORMATION

In addition to the following, please bring all current financial statements to our meeting.

Approximate Value of Estate (with brief description):

Real Estate: Please be sure to bring all current Deeds for the property listed below.

Location, name(s) on title and use (primary residence, second residence, rental property, vacant)

	Estimated Value:
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____

Checking, Savings Accounts, Money Market Funds, CDs:

Institution, name(s) on accounts, held as joint or separate?

	Account #:	Estimated Balance:
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____

Investment and Brokerage Accounts:

Institution, name(s) on accounts, held as joint or separate?

	Account #:	Estimated Balance:
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____

Individual Retirement Accounts:

Institution, owner, beneficiary, type (traditional or Roth)

	Account #:	Estimated Value:
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____

Pension, Profit Sharing, or Stock Bonus Plans; Other Retirement Plans:

Employer, employee, beneficiary, type (e.g., 401(k), Profit Sharing)

	Account #:	Estimated Value:
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____

Life Insurance Policies:

Institution, name of insured, owner and beneficiary, type (e.g., term or whole life), cash value (if any)

	Account #:	Face Value/Death Benefit:
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____

Closely held Stock/LLC Interests/ LP Interests:

Business entity owned, name(s) on certificates, # of shares or % owned

	Estimated Value:
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____

Estimated Value:

Other/Miscellaneous Assets of Significant Value (over \$20,000):

Automobiles, recreational vehicles, boats, household furnishings, collections

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____

Debts, loans and other obligations to third parties:

Payee and description. If secured by a lien, describe collateral

Amount Owed:

1. _____	(\$ _____)
2. _____	(\$ _____)
3. _____	(\$ _____)
4. _____	(\$ _____)
5. _____	(\$ _____)
6. _____	(\$ _____)

Approximate net worth (Total assets less debts and loans): \$ _____

Were any of the above assets acquired by gift, devise, bequest or inheritance? If so, please list assets and approximate value at the time of transfer:

Please estimate the size of your potential inheritance from your family:

VII. BACKGROUND QUESTIONS

This section may be completed with your attorney.

Yes/No

- 1. Do you have any pets and if so, would you like a provision in your documents addressing their care after your death? _____

- 2. Are you the beneficiary or trustee of any trust? _____
- 3. Have you ever made gifts over the annual exclusion amount (now \$14,000)? _____
- 4. Are either of you subject to any divorce or other court decree or agreement limiting your estate planning choices? _____
- 5. Do you want life support procedures terminated in the event of a terminal condition? _____
- 6. Are there any religious preferences that we need to incorporate in your living will? _____
- 7. Do you want your organs to be available for transplantation (only) following your death? _____
- 8. Do you plan on providing for a beneficiary with special needs? _____

YOUR SPECIAL OBJECTIVES/OR OTHER INFORMATION YOU WISH TO ADD (IF ANY):

VIII. FIDUCIARY AND DISTRIBUTION INFORMATION

This section will be completed with your attorney.

TRUSTEE: Who should be the trustee of the trust or trusts (for surviving spouse, children, etc.)?

1st Choice: _____ City/State: _____

2nd Choice: _____ City/State: _____

3rd Choice: _____ City/State: _____

PERSONAL REPRESENTATIVE: Who should administer your estate?

1st Choice: _____ City/State: _____

2nd Choice: _____ City/State: _____

3rd Choice: _____ City/State: _____

FINANCIAL AGENT: Who should manage your financial affairs if you become incapacitated?

1st Choice: _____ City/State: _____

2nd Choice: _____ City/State: _____

3rd Choice: _____ City/State: _____

HEALTH CARE AGENT: Who should make medical decisions for you if you become incapacitated?

1st Choice: _____ City/State: _____

2nd Choice: _____ City/State: _____

3rd Choice: _____ City/State: _____

GUARDIAN: If both parents die, with whom should your minor children live (as "Guardian")?

1st Choice: _____ City/State: _____

2nd Choice: _____ City/State: _____

3rd Choice: _____ City/State: _____

HOLDBACK: At what age (or ages) should your children and/or beneficiaries exercise control over their inheritance? When should they receive their inheritance outright?

ALTERNATE DISTRIBUTION: If your entire family (you, your children, and your grandchildren) dies in a common disaster, which individuals and/or charities do you want to receive your property and in what shares?

PETS: If you now own pet(s), or may own pets in the future, I encourage you to consider including a “pet provision” in your Will and/or Trust. You must designate a Primary Caretaker and, if desired, one or more Successor Caretakers to care for your pet(s). You may also want to designate a monetary distribution to go to the Caretaker to be used for the care, feeding, and veterinary services for the lifetime of your pet(s).

Primary Caretaker for Pet(s): You may designate different Caretakers for each type of pet you own if you would like (i.e. cat, dog...etc.).

Name: _____ City/State: _____

Name: _____ City/State: _____

Successor Caretaker for Pet(s):

Name: _____ City/State: _____

Name: _____ City/State: _____

Monetary Distribution for Pet(s):

Amount per Pet: \$ _____

IX. DOCUMENTS TO BRING WITH YOU

We can make copies at our meeting.

- This Questionnaire.
- A copy of any existing Wills or Trusts.
- A copy of any deeds to real property owned by you or your existing Trust, wherever located.
- A copy of all current financial account statements.
- A copy of any Community Property Agreements or Premarital Agreements you have signed.
- A copy of any Divorce Decrees or Agreements you have been party to.
- A copy of any "Buy-Sell" Agreements you have signed (shareholders agreements, partnership agreements, operating agreements, etc.)
- A copy of your most recent gift tax return (if any).

Please bring to our meeting or return this form prior to your appointment using one of following options:

US Mail: Becker & House, PLLC
7025 E. Greenway Parkway, Suite 800
Scottsdale, Arizona 85254

Fax: 480.240.4021

Email: connie@beckerandhouse.com

Should you have any questions, please contact us at 480.240.4020

