

ESTATE PLANNING WORKSHEET

Attached is an estate planning worksheet that includes some personal financial questions. All information provided on this form will be held in complete confidence. I will use it for the sole purpose of analyzing your estate planning needs and developing your estate plan. I suggest that you complete this worksheet prior to your initial appointment with me. If I review the completed worksheet before your appointment, we can focus our time together on your estate planning goals and not your financial details.

During the initial meeting we will:

- **Determine your specific estate planning needs and goals;**
- **Analyze the potential cost of probate and taxes based on your current plan; and**
- **Discuss methods of reducing costs and accomplishing your goals.**

I will provide an exact quote on fees for your estate plan after our initial meeting.

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ESTATE PLANNING WORKSHEET

The information requested on this worksheet may seem like *none of my business*, but it is very important that I understand your present financial situation and your wishes for the future. The information enables me to accomplish your estate planning goals and to save you taxes and administrative expenses.

If you are married and all information on this worksheet is identical for you and your spouse, complete only one worksheet. If information for each spouse differs, make a copy of this worksheet and each of you complete your own worksheet.

Please indicate any questions that do not apply to your situation.

Date _____ Phone Number _____

HUSBAND

First Middle Initial Last

Date of Birth Social Security Number

WIFE

First Middle Initial Last

Date of Birth Social Security Number

Street City State Zip

County _____ E-mail address: _____

Marital Status: Married Divorced
 Separated Single (including widowed and not remarried)

What is your primary motivation for considering estate planning? (*Select one or more*)

- Probate Avoidance
- Guardianship for Minor Children
- Business or Farm Planning
- Federal Estate Tax planning
- Other: _____

How soon would you like to complete planning? Is there a specific deadline, such as an upcoming trip, surgery, etc.? _____

	Husband	Wife
Do you presently have a will?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you presently have a trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you interested in avoiding probate of your estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been married to anyone other than your current spouse?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any of your children not from your current marriage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any of your children or other beneficiaries have disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you own a farm or business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do any of your children work in the business with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, does the child working in the business have an ownership interest in the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a U.S. citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you entered into any agreements with your spouse (such as a prenuptial or community property agreement)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any serious health problems? If yes, please describe briefly:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you own a long-term care (nursing home) insurance policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you hold everything jointly with your spouse, or is some property separate?	<input type="checkbox"/> All joint (except IRA's, pensions, etc.)	<input type="checkbox"/> Some separate
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NET WORTH: If you added the value of all property owned by yourself and your spouse including real estate, personal property, bank accounts, stocks, bonds, IRAs, and anything else you own except death benefits on life insurance, what is the approximate total value of the estate of you and your spouse? _____

What is the value of death benefits on life insurance? Insuring Husband _____ Insuring Wife _____

What is the total amount of your outstanding liabilities, including mortgages, loans, credit card debt, etc? _____

INCOME/ASSET/LIABILITY INFORMATION

Please list your income/asset/liability information in the appropriate category below.
Attach a separate page if necessary.

	<u>Husband</u> _____	<u>Joint</u> _____	<u>Wife</u> _____
INCOME:			
Earned Monthly Income from Labor	_____	_____	_____
Monthly Social Security Income	_____	_____	_____
Monthly Pension Income	_____	_____	_____
Other Monthly Income	_____	_____	_____

Type of Asset including	Title in Which Held <small>(Husband sole; Wife sole; Joint with spouse; Joint with third party; Tenants in common, etc.)</small>	Type of Property	Where Located/Held	Current Value <small>(Not including debt)</small>
Personal Residence				
Vacant Land				
Other Real Estate:				
Government and Publicly Traded Securities				
Unlisted Securities (Not Publicly Traded)				
Money Market Accounts				
Equity in Business <input type="checkbox"/> Sole Prop. <input type="checkbox"/> Partnership				
Notes and Loans Receivable				

Type of Asset (Include where held)	Title in Which Held (Husband sole; Wife sole; Joint with spouse; Joint with third party; or Tenants in common, etc.)		Current Value	
Checking Accounts				
Savings Accounts				
Certificates of Deposit				
Automobiles				
Other Personal Property				
Annuities	<u>Owner</u>	<u>Beneficiary</u>	<u>Current Value</u>	
IRAs				
Pension/Profit Sharing				
Life Insurance			<u>Cash Value</u>	<u>Death Benefit</u>
Other Assets				
LIABILITIES (Mortgages, loans, credit cards, etc.)	Name Loan Taken In: (Husband, Wife, Joint, Other)		Amount Owed	

APPOINTMENTS

1. **PERSONAL REPRESENTATIVE.** Your will should name a personal representative to probate your estate. (Personal representative is also sometimes referred to as executor or administrator.) (E.g., your spouse as the primary personal representative, with a child, relative, friend, or corporate trustee as alternate. In the case of a second marriage, your spouse as primary personal representative may not be appropriate.)

HUSBAND'S APPOINTMENTS	Name	Address	Telephone #
PERSONAL REPRESENTATIVE			
ALTERNATE			
SECOND ALTERNATE			

WIFE'S APPOINTMENTS	Name	Address	Telephone #
PERSONAL REPRESENTATIVE			
ALTERNATE			
SECOND ALTERNATE			

APPOINTMENTS CONTINUED:

2. **SUCCESSOR TRUSTEE.** If you choose to establish a trust you should name a successor trustee. The successor trustee will be responsible for managing assets if you are unable, or in the case of a joint trust, if neither you nor your spouse are able, to manage assets due to incompetency. The successor trustee will distribute assets to beneficiaries after death, or after the death of both spouses with a joint trust.

HUSBAND'S APPOINTMENTS	Name	Address	Telephone #
SUCCESSOR TRUSTEE			
ALTERNATE			
SECOND ALTERNATE			

WIFE'S APPOINTMENTS	Name	Address	Telephone #
SUCCESSOR TRUSTEE			
ALTERNATE			
SECOND ALTERNATE			

3. **FINANCIAL POWER OF ATTORNEY.** If you are unable to make financial decisions for yourself, this person will have the authority to make these decisions for you. (Frequently, the primary agent is your spouse.)

HUSBAND'S APPOINTMENTS	Name	Address	Telephone #
POWER OF ATTORNEY			
ALTERNATE			
SECOND ALTERNATE			

WIFE'S APPOINTMENTS	Name	Address	Telephone #
POWER OF ATTORNEY			
ALTERNATE			
SECOND ALTERNATE			

APPOINTMENTS CONTINUED:

4. **HEALTH CARE AGENT.** If you are unable to make medical decisions for yourself, this person will have authority to make these decisions for you. (Frequently, the primary agent is your spouse.)

HUSBAND'S APPOINTMENTS	Name	Address	Telephone #
HEALTH CARE AGENT			
ALTERNATE			
SECOND ALTERNATE			

WIFE'S APPOINTMENTS	Name	Address	Telephone #
HEALTH CARE AGENT			
ALTERNATE			
SECOND ALTERNATE			

PLAN OF DISTRIBUTION

1. **SPECIFIC GIFTS.** Do you wish to make a special gift to a particular person, such as a piece of jewelry to a particular child?

2. **CHARITABLE ORGANIZATIONS.** Do you have charitable organizations that you currently support and that you wish to include in your estate plan?

3. Briefly describe how you want assets remaining after any specific gifts are made to be distributed. (Don't worry about tax planning or other considerations in answering this question. We'll consider those details later, if needed.)
 - All to spouse, then equally between children; and for a predeceased child, the deceased child's share to his or her children.
 - All to spouse, then equally between surviving children.
 - All to spouse, then _____
 - As follows: _____
3. **ULTIMATE DISTRIBUTION.** If neither you, your spouse nor your children/other beneficiaries named above survive, how would you want your property distributed?

COMPLETE THIS SECTION ONLY IF YOU HAVE MINOR BENEFICIARIES OR BENEFICIARIES WITH DISABILITIES

1. **GUARDIAN.** If you have minor children or a beneficiary with special needs, you should appoint a guardian. The guardian is responsible for the day-to-day care of the child or special needs beneficiary.
GUARDIAN: _____
ALTERNATE: _____
2. **TESTAMENTARY TRUSTEE.** You may need a trustee to manage assets for beneficiaries until they reach an age when you believe they will be capable of managing assets on their own. A trustee can keep beneficiaries' money invested wisely and use it for their education, support, etc., until they reach the age specified for outright distribution of assets to them. The trustee can be a relative, friend, trust company, or other person or institution you trust to manage and distribute assets according to your wishes. The testamentary trustee can be the same person named as the guardian, or can be a different person or an institution.
TESTAMENTARY TRUSTEE: _____
ALTERNATE: _____

3. **AGE OF DISTRIBUTION.** If you appoint a trustee to manage assets for beneficiaries, then you need to decide when the beneficiaries will be mature enough to manage assets on their own. The most common age picked by my clients seems to be 25, but you should pick an age with which you are comfortable. You may use any age or combination of ages that you choose.

GENERAL QUESTIONS

NOTES AND QUESTIONS: Please note anything else which may be of importance in planning your estate or note any questions you have.
