

**ESTATE PLANNING INVENTORY**

**I. FAMILY DATA**

**A. Yourself**

Name \_\_\_\_\_

Birth Date \_\_\_\_\_

Age \_\_\_\_\_

Social Security Number \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

County of Residence \_\_\_\_\_

Employer \_\_\_\_\_

Business/Profession \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Home Fax \_\_\_\_\_

Business Fax \_\_\_\_\_

Mobile Phone \_\_\_\_\_

U.S. Citizen

Yes\_\_\_\_ No\_\_\_\_

E-Mail \_\_\_\_\_

**B. Your Spouse**

Name \_\_\_\_\_

Birth Date \_\_\_\_\_

Age \_\_\_\_\_

Social Security Number \_\_\_\_\_

Employer \_\_\_\_\_

Business/Profession \_\_\_\_\_

Business Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Business Fax \_\_\_\_\_

U.S. Citizen

Yes\_\_\_\_ No\_\_\_\_

E-Mail \_\_\_\_\_

**C. Your Children and Other Heirs**

Please provide pertinent information for your children (adopted or natural), grandchildren and other heirs to whom property may be devised.

1.	Name:	_____	DOB/Age	_____
	Address:	_____	Gender	M____ F____
		_____	Relationship	_____
		_____	Married?	Yes____ No____
	SSN:	_____	Children?	Yes____ No____
		_____	Number	_____
2.	Name:	_____	DOB/Age	_____
	Address:	_____	Gender	M____ F____
		_____	Relationship	_____
		_____	Married?	Yes____ No____
	SSN:	_____	Children?	Yes____ No____
		_____	Number	_____
3.	Name:	_____	DOB/Age	_____
	Address:	_____	Gender	M____ F____
		_____	Relationship	_____
		_____	Married?	Yes____ No____
	SSN:	_____	Children?	Yes____ No____
		_____	Number	_____
4.	Name:	_____	DOB/Age	_____
	Address:	_____	Gender	M____ F____
		_____	Relationship	_____
		_____	Married?	Yes____ No____
	SSN:	_____	Children?	Yes____ No____
		_____	Number	_____

5. Name:	_____	DOB/Age	_____
Address:	_____	Gender	M____ F____
	_____	Relationship	_____
	_____	Married?	Yes____ No____
SSN:	_____	Children?	Yes____ No____
		Number	_____

**D. Prior Martial Status.** Did you or your spouse have a prior marriage?

1. If so, when was the marriage terminated? \_\_\_\_\_
2. Children of prior marriages? \_\_\_\_\_  
\_\_\_\_\_
3. Do you wish to include these children in your will, if you have not already done so? \_\_\_\_\_  
\_\_\_\_\_

**E. Prenuptial Agreement.** Did you and your spouse enter into a prenuptial or postnuptial agreement? Yes\_\_\_\_ No\_\_\_\_

**F. Health and related Obligations.** Please describe any present or potential health problems or support obligations for any family or non-family members.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## II. WILLS

**A. Prior/Current Estate Plan.** Do you at present have a Will or Trust in existence? If yes, please provide us with copies. Yes\_\_\_\_ No\_\_\_\_

**B. Charitable Gifts.**

1. Do you want to make a gift or bequest to charity? Yes\_\_\_\_ No\_\_\_\_
2. If you desire to make a gift or bequest to charity, is your desire to make a gift or bequest to the charity only if certain persons (for example, family members) do not survive you? Yes\_\_\_\_ No\_\_\_\_

3. If yes, please describe:

	<u>Name and Address</u>	<u>Property Type</u>	<u>Source/Location</u>	<u>Amount</u>
a.	_____	_____	_____	_____
	_____			
	_____			
b.	_____	_____	_____	_____
	_____			
	_____			
c.	_____	_____	_____	_____
	_____			
	_____			

C. 1. Do you want to leave anything to **persons outside your family** (such as close friends or neighbors)? Yes\_\_\_\_ No\_\_\_\_

2. If yes, please describe:

	<u>Name and Address</u>	<u>Property Type</u>	<u>Source/Location</u>	<u>Amount</u>
a.	_____	_____	_____	_____
	_____			
	_____			
b.	_____	_____	_____	_____
	_____			
	_____			
c.	_____	_____	_____	_____
	_____			
	_____			

D. 1. Do you desire to leave any **special articles or sums of money** to any members of your family? Yes\_\_\_\_ No\_\_\_\_

2. If yes, please describe:

	<u>Name and Address</u>	<u>Property Type</u>	<u>Source/Location</u>	<u>Amount</u>
a.	_____	_____	_____	_____
	_____			
	_____			
b.	_____	_____	_____	_____
	_____			
	_____			
c.	_____	_____	_____	_____
	_____			
	_____			

E. In what manner do you want to dispose of the remainder of your estate? (Check one)

- 1. Outright to spouse, if living or if not, in trust for children? \_\_\_\_\_
- 2. Outright to spouse, if living or if not, outright to children? \_\_\_\_\_
- 3. Outright to spouse? \_\_\_\_\_
- 4. In trust for spouse? \_\_\_\_\_
- 5. Outright to children? \_\_\_\_\_
- 6. In trust for children? \_\_\_\_\_
- 7. In trust for spouse and children? \_\_\_\_\_
- 8. Other (describe)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. If you desire to leave assets in trust for your **spouse**, knowing that we will discuss this during our meeting, describe your goals for using the Trust for your spouse.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- G. If you desire to leave assets in trust for your **children**, knowing that we will discuss this during our meeting, describe your goals for using the Trust for your children (e.g. to pay for college, to start a business, health concerns, etc.).

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### III. RESPONSIBLE PERSONS-FIDUCIARIES

#### A. Guardian for Minor Children

Name, address and relationship of person(s) you would like to serve as **guardian** of minor children.

	<u>Primary Choice</u>		<u>Contingent Choice</u>
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
Relationship	_____	Relationship	_____
	_____		_____
Home Phone	_____	Home Phone	_____
	_____		_____

- B. **Personal Representative/Executor.** Who would you like to serve as **Personal Representative** of your estate? A Personal Representative, commonly referred to as an Executor, and is the person responsible for collecting all assets, paying all debts, filing any death tax returns and filing your final income tax return. The Personal Representative then distributes your assets in accordance with the terms of your Will. Many of the duties of a Personal Representative are listed at the back of this Estate Planning Inventory.

	<u>Primary Choice</u>		<u>Contingent Choice</u>
Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
Relationship	_____	Relationship	_____
	_____		_____
Home Phone	_____	Home Phone	_____
	_____		_____

**C. Trustee.**

1. Name, Address and Person(s) you would like to serve as **trustee** of any Trust for the benefit of any of your heirs.

<u>Primary Choice</u>		<u>Contingent Choice</u>	
Name	_____	Name	_____
Address	_____	Address	_____
Relationship	_____	Relationship	_____
Home Phone	_____	Home Phone	_____

2. If a corporate trustee is needed, do you have a preference as to which financial institution should serve as trustee? Yes\_\_\_\_ No\_\_\_\_

If yes, please provide the following information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Trust Officer (if known) \_\_\_\_\_

Business Phone \_\_\_\_\_

**IV. INCOME AND OBLIGATIONS**

- A.** Your present annual income \$ \_\_\_\_\_
- Your spouse's present annual income \$ \_\_\_\_\_

- B.** Please provide a copy of your most recent income tax return.

**C. Estate and Gift Taxes.**

- 1(a). Have you or your spouse made any gifts in excess of \$3,000 to any one individual in any one calendar year prior to 1982? Yes\_\_\_\_ No\_\_\_\_
- 1(b). Have you or your spouse made any gifts in excess of \$10,000 to any one individual in any calendar year between 1982 – 2001? Yes\_\_\_\_ No\_\_\_\_
- 1(c). Have you or your spouse made any gifts in excess of \$11,000 to any one individual in any calendar year between 2002 – 2005? Yes\_\_\_\_ No\_\_\_\_
- 1(d). Have you or your spouse made any gifts in excess of \$12,000 to any one individual in any calendar year after 2005? Yes\_\_\_\_ No\_\_\_\_

2. If you answered 'yes' to any question in 1. above, did you file gift tax returns? Yes\_\_\_\_ No\_\_\_\_
3. If you filed gift tax returns, please provide copies.
4. If you made gifts in excess of the limits provided above, but did not file gift tax returns, in what amounts for each year?

<u>Year</u>	<u>Amounts</u>	<u>Year</u>	<u>Amounts</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- D. Assets.** Do you have a right under someone else's will or trust to direct, during your lifetime or in your will, the person who may receive the property or income from such will or trust? Yes\_\_\_\_ No\_\_\_\_

**V. ANCILLARY DOCUMENTS**

- A. Financial Durable Power of Attorney.** Do you want to give a power of attorney to another person to act on your behalf? Yes\_\_\_\_ No\_\_\_\_

If yes, do you want it effective immediately or only upon your disability? Immediately \_\_\_\_  
Upon Disability \_\_\_\_

***For You:***

<u>Primary Choice</u>		<u>Contingent Choice</u>	
Name	_____	Name	_____
Address	_____	Address	_____
Relationship	_____	Relationship	_____
Home Phone	_____	Home Phone	_____

***For Your Spouse:***

	<u>Primary Choice</u>		<u>Contingent Choice</u>
Name	_____	Name	_____
Address	_____ _____	Address	_____ _____
Relationship	_____	Relationship	_____
Home Phone	_____	Home Phone	_____

- B. Health Care Power of Attorney.** Do you want to designate another person as your health care representative to make health care decisions on your behalf in the event you become incapable of making such decisions yourself? Yes\_\_\_ No\_\_\_

***For You:***

	<u>Primary Choice</u>		<u>Contingent Choice</u>
Name	_____	Name	_____
Address	_____ _____	Address	_____ _____
Relationship	_____	Relationship	_____
Home Phone	_____	Home Phone	_____

***For Your Spouse:***

	<u>Primary Choice</u>		<u>Contingent Choice</u>
Name	_____	Name	_____
Address	_____ _____	Address	_____ _____
Relationship	_____	Relationship	_____
Home Phone	_____	Home Phone	_____

- C. Living Will Declarations.** Do you want to consider making a Living Will? A Living Will is a document in which you state that you do not want your life to be prolonged by life-support machines under certain circumstances and also allows for a decision regarding artificially supplied nutrition and hydration. Yes\_\_\_ No\_\_\_
- D. Do Not Resuscitate Declaration.** Do you have a terminal condition, and if so do you want to consider executing a do not resuscitate order? Yes\_\_\_ No\_\_\_
- E. Anatomical Gifts.** Do you want to consider being an organ donor? Yes\_\_\_ No\_\_\_  
If yes, do you want to limit the extent of the use of your body? Yes\_\_\_ No\_\_\_

If yes, please describe your desired limitations.

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- F. HIPAA Authorization.** Do you consent to the release of your private medical records to your named fiduciaries? Yes\_\_\_ No\_\_\_

## VI. MISCELLANEOUS

- A. Living Trusts.** Do you want to discuss the advantages and disadvantages of a Revocable or Living Trust? Yes\_\_\_ No\_\_\_

- B.** What arrangements have you made for burial costs? \_\_\_\_\_
- 

- C.** Are you the owner of one or more IRC § 529 College Savings Accounts? Yes\_\_\_ No\_\_\_

- D.** Are you the custodian of one or more Uniform Transfers to Minors Accounts (UTMA/UGMA)? Yes\_\_\_ No\_\_\_

- E.** Do you have long term care insurance? Yes\_\_\_ No\_\_\_
- a. If not, are you interested in learning more about long term care insurance? Yes\_\_\_ No\_\_\_

- F.** Do you want our firm to represent both spouses in your estate planning or do you prefer separate representation for each spouse? (This will be explained at conference) Yes\_\_\_ No\_\_\_

- G.** Are you entitled to Veterans benefits? Yes\_\_\_ No\_\_\_

- H.** Have you and your spouse ever lived in any of the following community property states: Arizona, California, Idaho, Louisiana, New Mexico, Nevada, Texas, Washington, Wisconsin or Alaska? Yes\_\_\_ No\_\_\_

**VII. ASSETS & LIABILITIES**

If you already have a net worth financial statement that incorporates the information requested below (ownership, value and a sufficient description), you can attach a copy rather than completing the remainder of this Inventory Outline.

In this second part of the Outline, please list the value or Estimated Fair Market Value of your assets under the appropriate ownership column, which is appropriately designated (H) for husband, (J) for joint ownership (in both husband's and wife's name), and (W) for wife. **If there is debt associated with an asset, list the debt separately under "Personal Liabilities" below.**

There is a threefold purpose for this part of the Outline. First, this gives the Personal Representative a starting point for locating and collecting assets if he or she is not familiar with your finances. Second, there is less chance of assets being overlooked or lost in the beginning stages of administration. Third, and most importantly, there are certain tax advantages that can be used in order to minimize Estate Taxes; however, their availability depends upon the value and ownership of the assets.

<b>A. Real Estate</b>		<b>Value</b>	<b>Ownership (H/W/J)</b>
1. Primary Residence	_____	_____	_____
	_____		
2. Other	_____	_____	_____
	_____		
3. Other	_____	_____	_____
	_____		

<b>B. Business Interests</b>		<b>Type</b> <small>(SP, P, LLC, S-Corp, C-Corp, LLP, Other)</small>	<b>Value</b>	<b>Ownership (H/W/J)</b>
1. Business Name, Address and Description	_____		_____	_____
	_____			
	_____			
	_____			

<b>Business Interests - Continued</b>		<b>Type</b> (SP, P, LLC, S-Corp, C-Corp, LLP, Other)	<b>Value</b>	<b>Ownership</b> (H/W/J)
2.	Business Name, Address and Description			
3.	Business Name, Address and Description			

<b>C. Bank Accounts</b>		<b>Type</b> (Checking, Savings, CD, etc.)	<b>Value</b>	<b>Ownership</b> (H/W/J)
1.	Name of Financial Institution			
2.	Name of Financial Institution			
3.	Name of Financial Institution			
4.	Name of Financial Institution			

D. Investment Accounts	Type (Bonds, stocks, etc.)	Value	Ownership (H/W/J)
1. Name of Financial Institution	_____	_____	_____
_____			
_____			
2. Name of Financial Institution	_____	_____	_____
_____			
_____			
3. Name of Financial Institution	_____	_____	_____
_____			
_____			
4. Name of Financial Institution	_____	_____	_____
_____			
_____			
5. Name of Financial Institution	_____	_____	_____
_____			
_____			

E.

<b>Retirement Accounts (if asset passes by beneficiary designation, please list the persons currently named as primary and contingent beneficiary)</b>	<b>Type</b> (401(k), 403(b), profit sharing, or pension plans, traditional or Roth IRAs, annuities, PERF acct., deferred compensation, etc.)	<b>Value</b>	<b>Ownership (H/W/J)</b>
1. Name of Financial Institution/ Primary <b>and</b> Contingent Beneficiaries _____ _____	_____	_____	_____
2. Name of Financial Institution/ Primary <b>and</b> Contingent Beneficiaries _____ _____	_____	_____	_____
3. Name of Financial Institution/ Primary <b>and</b> Contingent Beneficiaries _____ _____	_____	_____	_____
4. Name of Financial Institution/ Primary <b>and</b> Contingent Beneficiaries _____ _____	_____	_____	_____

F.

<b>Other Investments or Assets not listed elsewhere</b>	<b>Type</b> (stock options, bonds, etc.)	<b>Value</b>	<b>Ownership (H/W/J)</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

**G. Life Insurance**

	Issuing Company	Owner	Insured	Primary and Contingent Beneficiaries	Face Value	Cash Value
1.	_____	_____	_____	_____	\$ _____	\$ _____
2.	_____	_____	_____	_____	\$ _____	\$ _____
3.	_____	_____	_____	_____	\$ _____	\$ _____
4.	_____	_____	_____	_____	\$ _____	\$ _____

**H. Miscellaneous**

		Value	Ownership (H/W/J)
1.	Automobiles, boats, motorcycles, etc.		
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
2.	Trust Interests (give brief description)		
3.	Possible future inheritance		

I.	Description of Personal Liabilities	Amount	Ownership (H/W/J)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

	Description of Personal Liabilities (Cont.)	Amount	Ownership (H/W/J)
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____

**J. Contingent Liabilities -**

Do you have any contingent liabilities (such as a personal guaranty or otherwise)?

Yes/No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **DUTIES OF PERSONAL REPRESENTATIVE (EXECUTOR)**

1. Locate the will. Confer with family members and with the lawyer who will serve as attorney for the estate.
2. Arrange with the attorney for probate of the will. If the will is not self-proved, locate the witnesses who can testify to the will's validity. Receive court authority to act as executor.
3. Seek out and list the assets of the estate, including cash, personal and household items, stocks and bonds, and other property. File claims for veterans' and Social Security benefits. Notify life insurance companies of the death.
4. Take custody or control of estate/probate assets. Make sure property is adequately insured. Check leases and mortgages.
5. Determine the family's immediate requirements and make arrangements for support and maintenance payments to dependents while the estate is being settled.
6. File a final income tax return for the deceased and prepare for audit of income tax returns filed for the three years preceding death. Choose a "tax year" for the estate and file the estate's income tax returns as required.
7. Publish a notice to creditors (a requirement in most states) and pay all valid debts of the deceased, taking care to defend the estate against doubtful or exorbitant claims.
8. Collect all sums owed to the estate. Arrange to have the attorney for the estate take legal action, if need be, to collect any substantial unpaid claims or pursue any lawsuits.
9. Gather data on jointly-owned property, life insurance payable directly to beneficiaries, and other assets which are not governed by the terms of the will but may be part of the taxable estate.
10. Manage estate assets. Carry out the will's instructions concerning the sale or retention of a farm or business, or determine what policy will best protect estate values.
11. Assemble detailed valuations of all assets, seeking expert appraisals as required. Prepare "alternate" valuations as of a date that is six months after the date of death for optional use on an estate tax return.
12. Decide which assets must be sold to pay taxes and expenses, preferably retaining those most suitable for trust funds provided for in the will. Consider market conditions and tax factors in deciding what to sell and when.
13. Keep detailed records of estate income and outflow and of all transactions.
14. File a federal estate tax return within nine months of the date of death, if the total value of the estate exceeds \$1,500,000 in 2005, \$2,000,000 from 2006 through 2008, \$3,500,000 in 2009, or \$1,000,000 in 2011 and thereafter. File state death tax returns as required.
15. Distribute assets to the trustee, if there are to be trust funds, and to the beneficiaries as the will directs.
16. Prepare a detailed accounting for submission to the beneficiaries or the court, depending on state requirements.

**KEY PERSONAL PAPERS**

Description	Location
Certificates:	
Birth	
Adoption	
Baptismal	
Marriage	
Certificate(s) of Titles for Automobiles	
Will: original copy	
Brokerage Statements	
Income Tax Returns	
Gift Tax Returns	
Household Inventory	
Military Service Records	
Social Security Number and Cards	
Employment Records	
Educational Records (diplomas, transcripts)	
Medical and Health Records (medication, vaccinations)	
Cemetery Site Deed	
Divorce Decree or Separation Agreement	
Prenuptial Agreement	
Passport	
Citizenship Papers	
Organizations: Professional	
Religious	
Union	
Other	
Safe Deposit Box	

**Client's Confidential Data Bank  
KEY ADVISORS**

<b>Advisor</b>	<b>Name</b>	<b>Address</b>	<b>Phone Number</b>
Attorney	_____	_____ _____ _____	_____
Accountant	_____	_____ _____ _____	_____
Banker	_____	_____ _____ _____	_____
Stockbroker	_____	_____ _____ _____	_____
Insurance Agent	_____	_____ _____ _____ _____	_____

**KEY ADVISORS  
(continued)**

Undertaker

_____	_____	_____
	_____	
	_____	

Clergyman

_____	_____	_____
	_____	
	_____	

Employer  
and/or  
Business  
Associates

_____	_____	_____
	_____	
	_____	

Other:

_____	_____	_____
	_____	
	_____	

Husband's  
Physician

_____	_____	_____
	_____	
	_____	

Wife's  
Physician

_____	_____	_____
	_____	
	_____	