

## ESTATE PLANNING WORKSHEET

Estate planning is more than just putting names into a Will. It is a process that must consider family circumstances, taxes, assets that will pass outside of your Will, disability planning and other factors. This worksheet is designed to collect information needed to assist you and your attorney in developing your estate plan.

**Please Note:** If you are uncertain about how to fill out any part of this Worksheet, feel free to leave it blank and discuss it with the attorney when you meet. Also, please fill in all names the way you want them to appear in legal documents. If a person uses a name different from that on his or her birth certificate (for example John prefers "Jack," Elizabeth prefers "Betty," or Robert Thomas uses "R. Thomas"), please note that information.

### ! INFORMATION ABOUT YOU

Date Completed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Numbers:

Phone Numbers:

Home \_\_\_\_\_

Home \_\_\_\_\_

Work \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Cell \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Marriage: \_\_\_\_\_

Any Prior Marriages?  Yes  No

Any Prior Marriages?  Yes  No

Date of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Annual Income: \_\_\_\_\_

Annual Income: \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No

Are you a U.S. Citizen?  Yes  No

**! FAMILY INFORMATION**

Please provide the information requested for each of your children. If any child predeceased you, be sure to note that. Use the back of this page for additional information if necessary. If you have no children, please provide the requested information for any relatives or friends that you wish to include in your Will as beneficiaries.

Full Name	Date of Birth	Health	Address (if not living with you)	Phone	Any Children?

**! BASIC DISTRIBUTION PLAN**

Upon the first spouse’s death, should everything go to the surviving spouse?  Yes  No

When the second spouse dies, should everything be left to the children in equal shares?  Yes  No

If you answered **no** to either question above, please describe how you would like your estate distributed (for example, allocation of shares for each child, exclude a child, all to your siblings or their children, specific bequests to friends, etc.).

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

Do you want to make any specific bequests to charities?  No  Yes If yes, list below:

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

Do you have any unique assets, for example, antiques, collectibles, or Packer season tickets, which may need special consideration? \_\_\_\_\_

\_\_\_\_\_

**! GUARDIANS FOR MINOR OR DISABLED CHILDREN**

You can nominate in your Wills a person to be legally responsible for the care of your minor children or for adult children who are legally incompetent. A court would appoint someone other than your nominee only if your nominee declined to serve or if it was clearly in your child’s best interest to appoint someone else. If you want to nominate a married couple to serve together, you should decide what should be done if they divorce or one of them dies.

First choice for Guardian:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Relationship: \_\_\_\_\_

If the guardian is married, what should happen if there is a death or divorce? \_\_\_\_\_

Second choice for Guardian:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Relationship: \_\_\_\_\_

If the guardian is married, what should happen if there is a death or divorce? \_\_\_\_\_

! **TRUST INFORMATION**

A trust is an arrangement in which a trustee holds assets for the benefit of one or more beneficiaries. After discussing your estate information and objectives with you, your attorney may recommend that your estate plan include one or more trusts, either as a part of your Will or as a separate agreement. The trustee must make payments from the trust assets to the trust beneficiaries (or for their benefit) as you direct in the trust language. For example, if you provide for it in the trust, the trustee can hold your assets in trust for your children, making payments for their support and education, including college, until they reach an age at which you would like their shares distributed to them directly. Trustees can be corporations, such as trust companies, or they can be individuals, such as relatives or friends

! **PERSONAL REPRESENTATIVE**

Your Personal Representative (formerly called an Executor) is responsible for the probate administration of your estate. Your Personal Representative must see to it, usually with the help of an attorney, that all of your assets are accounted for, that any claims, expenses and taxes are paid and that your estate is distributed as you have directed in your Will and/or Trust.

Should your spouse be the first choice for Personal Representative/Trustee?  Yes  No

First alternate for Personal Representative/Trustee:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Relationship: \_\_\_\_\_

Second alternate for Personal Representative/Trustee:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Relationship: \_\_\_\_\_

! **DISABILITY PLANNING**

Powers of Attorney are legal documents by which you appoint someone to have legal authority to take action for you if you are unable for some reason, such as disability. Because disability or incapacity can happen suddenly to anyone, Powers of Attorney are an important part of an estate plan. There are two basic types of Powers of Attorney: those that relate to health care decisions and those that relate to financial and other non-health care decisions. Without well prepared Powers of Attorney court proceedings for guardianship may be needed to manage your affairs if you become incapacitated. In each Power of Attorney you can appoint a person you trust to be your Agent to take action for you if that ever becomes necessary.

Health Care Power of Attorney

Should your spouse be the first choice for Health Care Agent?  Yes  No

First alternate for Health Care Agent:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Relationship: \_\_\_\_\_

Second alternate for Health Care Agent:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Relationship: \_\_\_\_\_

Are you interested in a Living Will to give directions to your doctor about life prolonging procedures if you ever have a terminal condition or persistent vegetative state?  Yes  No

General Durable Power of Attorney for Finances

Should your spouse be the first choice for Agent?  Yes  No

First alternate for Agent:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Relationship: \_\_\_\_\_

Second alternate for Agent:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Relationship: \_\_\_\_\_

Is anyone in the family now receiving or likely to be eligible for public benefits such as Medical Assistance or Supplemental Security Income (SSI)?  Yes  No

! **OTHER ESTATE PLANNING INFORMATION:**

Have you ever signed a Will, Power of Attorney, Revocable Trust (sometimes called a Living Trust) or Marital Property Agreement?  No  Yes

**If you answered Yes, please provide a copy of each document when you return this worksheet.**

If you have inherited or expect to inherit money or property from anyone, please describe:

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

Have you ever filed federal gift tax returns?  No  Yes If you answered Yes, please bring copies with you.

Where do you plan to keep your Will? \_\_\_\_\_

If you were referred to the Daubert Law Firm, please let us know who referred you.

Name: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Would you mind if we sent them a thank you note?  Yes  No

If you were not referred, please tell us how you came to contact Daubert Law Firm for your estate planning:

Seminar  Yellow Pages  Other legal work at Daubert Law Firm  
 Internet, specifically:  Website  FaceBook  LinkedIn  Twitter  
 Other: \_\_\_\_\_

! **FINANCIAL INFORMATION**

Please be prepared to identify for the attorney the following information about each asset you own. An asset worksheet is attached which you may use to organize the information.

- The type of asset. Examples of assets to include are listed following the asset worksheet.
- The approximate value.
- Whose name is on the title, if there is a title for the asset, and how the title reads (e.g., individual, joint, etc.).
- Whether there is a beneficiary designation or pay-on-death designation. Life insurance, IRAs and some other retirement benefits will have beneficiary designations, and even some stock or bank accounts may have POD designations.
- For life insurance policies, the face value and cash surrender value are important. If you are unsure what these are, please bring the policies and any recent statements with you to the appointment with the attorney.
- For each parcel of real estate you own, bring the most recent property tax statement and a copy of the deed.

Do other professionals, such as accountants, tax preparers or financial planners, assist you with your finances or financial planning? If so, in the space below please provide their name, company (if applicable), phone number and a general description of the work they do for you.

**Please note that we will not share any confidential information with them or anyone else unless you specifically authorize us to do so.**

Name of Financial Advisor: \_\_\_\_\_

Name of Accountant / Tax Preparer: \_\_\_\_\_



### **Examples of Types of Assets to Include on WORKSHEET:**

**Cash:** Cash on hand and cash accounts such as checking, savings or certificates of deposit (please include the name of the bank where the account is held)

**Real Estate:** Homestead, other real estate in Wisconsin, and any real estate outside of Wisconsin, reserved rights in real estate such as mineral rights, life estates or remainder interests

**Investment Assets:** publically traded stocks, municipal bonds, T-bills, Treasury notes or bonds, mutual funds, dividend reinvestment accounts, deferred annuities

**Retirement Assets:** Roth IRAs or traditional IRAs, 401K or 403B accounts, pension benefits, SEP or SIMPLE plans, immediate annuities

**Insurance:** universal, whole life, group or term life insurance, accidental death or disability insurance, nursing home or long-term care insurance (be sure to note face value and any cash surrender value)

**Ownership Interest in any Business:** sole proprietorships, partnerships, LLCs, LLPs, FLPs, closely-held corporations

**Money Owed to You:** promissory notes, mortgages, lottery winnings, lawsuit settlements

### **Beneficial Interest in any Trust**

**Personal Property:** automobiles and other vehicles, antiques and other collectibles, jewelry, furs, other general household property

### **Liability Information to Include on WORKSHEET:**

Please note each individual debt, who owes it, to whom payment must be made, what collateral, if any, secures the debt, the amount and frequency of each payment, the expected date final payment will be due, and the current principal balance. Examples of types of liabilities to include on the Worksheet would be:

- Mortgages and home equity lines of credit
- Other secured loans such as on automobiles or recreational vehicles
- Business or personal loans for which either of you are borrowers, co-signers or guarantors
- Credit cards or other open lines of credit
- Loans against life insurance policies or retirement accounts