

**GADSDEN SCHNEIDER & WOODWARD LLP**  
**Estate Planning Questionnaire**

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

To plan your estate properly, we need to have a thorough understanding of your personal and financial situation. This questionnaire is intended to be a "first step" in the planning process. We would appreciate your filling it out as completely as you consider appropriate and sending us copies of all documents requested. Thank you.

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**PERSONAL INFORMATION**

HUSBAND

WIFE

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

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

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

Citizenship: \_\_\_\_\_

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

County: \_\_\_\_\_ Resident since        /    /

Municipality: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**MARITAL INFORMATION**

If married:

Date of marriage: \_\_\_\_\_

During the marriage, have you lived in any of the following community property states:

AK    AZ    CA    ID    LA    NV    NM    TX    WA    WI

Did you sign a pre-nuptial or post-nuptial agreement?        Yes        No

HUSBAND

WIFE

If previously married:

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

End of Marriage: \_\_\_\_\_

If divorced, was there a property agreement? Yes No Yes No

**FAMILY INFORMATION**

**CHILDREN**

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

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

SSN: (if readily available) \_\_\_\_\_

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

Other Parent (if applicable): \_\_\_\_\_

Marital Status: \_\_\_\_\_

Occupation: \_\_\_\_\_

Beneficiary of Custodial Acct? Yes No Yes No Yes No Yes No

Approximate Net Worth: \_\_\_\_\_

Special Needs/ Considerations? \_\_\_\_\_

Children (if any):

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

Age: \_\_\_\_\_

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

Age: \_\_\_\_\_

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

Age: \_\_\_\_\_

Other Potential Beneficiaries  
(include charities if desired):

HUSBAND

WIFE

Name:	_____	_____
Relationship:	_____	_____
Name:	_____	_____
Relationship:	_____	_____
Name:	_____	_____
Relationship:	_____	_____

**INCOME**

HUSBAND

WIFE

JOINT

Salary:	_____	_____	_____
Rental Income:	_____	_____	_____
Investment Income:	_____	_____	_____
Notes Receivable:	_____	_____	_____
Retirement Income:	_____	_____	_____

<i>TOTAL:</i>	\$ _____	\$ _____	\$ _____
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If you anticipate that your income will undergo a significant change over the next several years, please explain. \_\_\_\_\_  
\_\_\_\_\_

**ASSETS**

HUSBAND

WIFE

JOINTLY HELD

**CASH**

Checking Accounts:	_____	_____	_____
Savings Accounts:	_____	_____	_____
Money Market:	_____	_____	_____
Cert. of Deposit:	_____	_____	_____
Other ( ): _____	_____	_____	_____

<i>TOTAL:</i>	\$ _____	\$ _____	\$ _____
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HUSBAND

WIFE

JOINTLY HELD

**TANGIBLE PERSONAL PROPERTY**

Automobiles:	_____	_____	_____
Jewelry:	_____	_____	_____
China, Silver:	_____	_____	_____
Antiques:	_____	_____	_____
Furnishings:	_____	_____	_____
Boats:	_____	_____	_____
Other (_____):	_____	_____	_____
Other (_____):	_____	_____	_____
Other (_____):	_____	_____	_____

<i>TOTAL:</i>	\$ _____	\$ _____	\$ _____
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**REAL ESTATE**

1. PRIMARY RESIDENCE

Address:	_____	_____	_____
	_____	_____	_____
Date Acquired:	_____	_____	_____
Fair Market Value:	_____	_____	_____
Mortgage(s) Amt.:	_____	_____	_____
Cost (or other) Basis:	_____	_____	_____

2. SECONDARY RESIDENCE

Address:	_____	_____	_____
	_____	_____	_____
Date Acquired:	_____	_____	_____
Fair Market Value:	_____	_____	_____
Mortgage(s) Amt.:	_____	_____	_____
Cost (or other) Basis:	_____	_____	_____

Rental Income:	Yes (\$ /yr) No	Yes (\$ /yr) No	Yes (\$ /yr) No
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3. COMMERCIAL OR RENTAL PROPERTY

	<u>HUSBAND</u>	<u>WIFE</u>	<u>JOINTLY HELD</u>
Address:	_____	_____	_____
	_____	_____	_____
Date Acquired:	_____	_____	_____
Fair Market Value:	_____	_____	_____
Mortgage(s) Amt.:	_____	_____	_____
Cost (or other) Basis:	_____	_____	_____
Rental Income:	Yes (\$) /yr No	Yes (\$) /yr No	Yes (\$) /yr No

<i>TOTAL:</i>	\$ _____	\$ _____	\$ _____
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**MARKETABLE SECURITIES**

	<u>HUSBAND</u>	<u>WIFE</u>	<u>JOINTLY HELD</u>
Stocks:	_____	_____	_____
Tax-Exempt Bonds:	_____	_____	_____
Taxable Bonds:	_____	_____	_____
Traded Stock Options:	_____	_____	_____
Warrants:	_____	_____	_____
Others (_____):	_____	_____	_____
Others (_____):	_____	_____	_____

<i>TOTAL:</i>	\$ _____	\$ _____	\$ _____
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HUSBAND

WIFE

JOINTLY HELD

**CLOSELY-HELD BUSINESS INTERESTS** (i.e. C Corp, S Corp, LLC, Partnership)

1. BUSINESS #1

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

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

Type of Business: \_\_\_\_\_

% Equity Interest: \_\_\_\_\_

Non-Equity Int. \_\_\_\_\_

Fair Market Value  
of Entity: \_\_\_\_\_

2. BUSINESS #2

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

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

Type of Business: \_\_\_\_\_

% Interest Owned: \_\_\_\_\_

Fair Market Value  
of Entity: \_\_\_\_\_

3. BUSINESS #3

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

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

Type of Business: \_\_\_\_\_

% Interest Owned: \_\_\_\_\_

Fair Market Value  
of Entity: \_\_\_\_\_

HUSBAND

WIFE

JOINTLY HELD

4. SOLE PROPRIETORSHIP

Type of Business: \_\_\_\_\_

Fair Market Value: \_\_\_\_\_

<i>TOTAL FAIR MARKET VALUE:</i>	\$ _____	\$ _____	\$ _____
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MISCELLANEOUS ASSETS

Notes Receivable: \_\_\_\_\_

Oil/Mineral  
Interests: \_\_\_\_\_

Intellectual  
Property: \_\_\_\_\_

Other (\_\_\_\_\_): \_\_\_\_\_

Other (\_\_\_\_\_): \_\_\_\_\_

<i>TOTAL:</i>	\$ _____	\$ _____	\$ _____
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HUSBAND

WIFE

BENEFICIARY  
(PRIMARY/ALTERNATE)

RETIREMENT ASSETS

IRA(s): \_\_\_\_\_

Pension Plan(s): \_\_\_\_\_

Profit Sharing Plan(s): \_\_\_\_\_

401(k) (s): \_\_\_\_\_

Keogh Plan(s): \_\_\_\_\_

	<u>HUSBAND</u>	<u>WIFE</u>	<u>BENEFICIARY</u> (PRIMARY/ALTERNATE)
ESOP(s):	_____	_____	_____
Tax-Def. Annuity:	_____	_____	_____
Deferred Comp. Qualified:	_____	_____	_____
Non-Qualified:	_____	_____	_____
Other (_____):	_____	_____	_____

<i>TOTAL:</i> \$_____     \$_____
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Employee Stock Options – List on Separate Sheet

<u>INSURANCE</u>					
	<u>POLICY 1</u>	<u>POLICY 2</u>	<u>POLICY 3</u>	<u>POLICY 4</u>	<u>POLICY 5</u>
Insured:	_____	_____	_____	_____	_____
Primary Beneficiary:	_____	_____	_____	_____	_____
Alternate Beneficiary:	_____	_____	_____	_____	_____
Owner:	_____	_____	_____	_____	_____
Type:	_____	_____	_____	_____	_____
Company:	_____	_____	_____	_____	_____
Policy No.:	_____	_____	_____	_____	_____
Face Value:	_____	_____	_____	_____	_____
Cash Surr. Value:	_____	_____	_____	_____	_____
Loans Outstanding:	_____	_____	_____	_____	_____



**LIABILITIES**

<u>SECURED</u>	<u>AMOUNT</u>	<u>LENDER'S NAME</u>	<u>PROPERTY SECURING DEBT</u>
Mortgage (_____):	_____	_____	_____
Mortgage (_____):	_____	_____	_____
Mortgage (_____):	_____	_____	_____
Other (_____):	_____	_____	_____

**UNSECURED**

Other (\_\_\_\_\_): \_\_\_\_\_  
Other (\_\_\_\_\_): \_\_\_\_\_

**QUESTIONS**

- |   | <u>HUSBAND</u> | <u>WIFE</u> |
|---|----------------|-------------|
| 1. Do you have a Will?  | Yes No         | Yes No      |
| 2. Do you have a Power of Attorney?   | Yes No         | Yes No      |
| 3. Do you have a Living Will?   | Yes No         | Yes No      |
| 4. Are you the trustee of any trust?  | Yes No         | Yes No      |
| 5. Are you the beneficiary of any trust?  | Yes No         | Yes No      |
| 6. Do you expect to receive a large inheritance?  | Yes            | No Yes No   |
| 7. Do you have a power to appoint the principal of any trust?   | Yes No         | Yes No      |
| 8. Have you ever filed a gift tax return?   | Yes No         | Yes No      |
| 9. If there are special considerations that might affect your estate planning, please explain. _____<br>_____ |                |             |
| 9. Your preferred address for correspondence: _____<br>_____  |                |             |
| 10. Who referred you to us for estate planning? _____   |                |             |

**FIDUCIARY APPOINTMENTS**

**EXECUTOR**

An executor or personal representative is the person who, or bank or trust company which, is charged with the duty of collecting your assets, paying off your debts and distributing the remaining property in accordance with your Will. You may appoint one or more executors or personal representatives to act concurrently or consecutively. We strongly recommend that you appoint at least two persons, banks or trust companies (whether concurrently or consecutively) as executors or personal representatives.

	<u>HUSBAND</u>	<u>WIFE</u>
<u>Primary Executor(s):</u>		
Name:	_____	_____
Relationship:	_____	_____
Name:	_____	_____
Relationship:	_____	_____

<u>Alternate Executor(s):</u>		
Name:	_____	_____
Relationship:	_____	_____
Name:	_____	_____
Relationship:	_____	_____

**TRUSTEE**

A trustee is the person who, or bank or trust company which, holds the assets placed in each trust created under your Will or Deed of Trust, as the case may be, for your beneficiaries. The trustee is responsible for investing the trust assets and, in accordance with your directions, making distributions of income and principal. You may appoint one or more trustees to act concurrently or consecutively. We strongly recommend that you appoint at least two persons, banks or trust companies (whether concurrently or consecutively) as trustees.

	<u>HUSBAND</u>	<u>WIFE</u>
<u>Primary Trustee(s):</u>		
Name:	_____	_____
Relationship:	_____	_____
Name:	_____	_____
Relationship:	_____	_____

<u>Alternate Trustee(s):</u>		
Name:	_____	_____
Relationship:	_____	_____

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

Relationship: \_\_\_\_\_

**GUARDIAN**

If both of the parents of a minor child (i.e., a child who is under the age of 18) should die, a guardian of the person and a guardian of the property of such child should be appointed. The "guardian of the person" will take physical custody of the child, and the "guardian of the property" will manage the child's assets. You may appoint one or more persons to act concurrently or consecutively as guardians of the person and guardians of the property of a minor child. We strongly recommend that you appoint at least two persons (whether concurrently or consecutively) as guardians.

**Primary Guardian(s):**

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

Relationship: \_\_\_\_\_

Specify Type:    Person    Property    Both                      Person    Property    Both

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

Relationship: \_\_\_\_\_

Specify Type:    Person    Property    Both                      Person    Property    Both

**Alternate Guardian(s):**

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

Relationship: \_\_\_\_\_

Specify Type:    Person    Property    Both                      Person    Property    Both

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

Relationship: \_\_\_\_\_

Specify Type:    Person    Property    Both                      Person    Property    Both

**POINTS TO CONSIDER**

Before discussing estate planning and tax consequences with us, you may want to consider the following:

- (1) Which, if any, of your beneficiaries (e.g., spouse, children, grandchildren, dependent parents, other relatives or charities) do you want to receive property outright and which, if any, do you want to receive property in trust?
- (2) To what extent do you want your trust beneficiaries to be able to direct what happens to the assets of a trust on their deaths?
- (3) If you have young children, do you want to (a) create one trust for all of your children so that the trustee can allocate assets based on need until the youngest

child reaches a certain age or (b) divide all assets equally among your children? Similarly, at what age or ages do you want your children (or other beneficiaries) to have control over part or all of the property that you give them?

**DOCUMENTS TO BE ATTACHED**

Please provide us with copies of the following documents (if applicable): ATTACHED

- 1. Existing Estate Planning Documents \_\_\_\_\_
- 2. Pre-Nuptial/Post-Nuptial Agreement \_\_\_\_\_
- 3. Divorce Decree/Property Agreement \_\_\_\_\_
- 4. Trust(s) under which you serve as trustee \_\_\_\_\_
- 5. Will(s)/Trust(s) under which you have a power of appointment \_\_\_\_\_
- 6. All gift tax returns previously filed by you \_\_\_\_\_
- 7. Plan documents for retirement assets (particularly, provisions governing beneficiary designations and death pay-out options)\_\_\_\_\_
- 8. Buy-Sell Agreement(s) \_\_\_\_\_
- 9. General Partnership Agreement(s) \_\_\_\_\_
- 10. Limited Partnership Agreement(s) \_\_\_\_\_
- 11. LLC Operating Agreement(s) \_\_\_\_\_
- 12. Living Wills \_\_\_\_\_
- 13. Powers of Attorney \_\_\_\_\_
- 14. Deeds for all real estate held \_\_\_\_\_