

CONFIDENTIAL

ESTATE PLANNING QUESTIONNAIRE

CONFIDENTIAL ESTATE PLANNING INFORMATION

Personal Information

	<u>Husband</u>	<u>Wife</u>
Full name:	_____	_____
Birthdate:	_____	_____
Citizenship:	_____	_____
Social Security Number:	_____	_____
Home Address:	_____	_____
	_____	_____
Home Telephone:	_____	_____
Employer:	_____	_____
Office address:	_____	_____
	_____	_____
Name of prior spouse (if any)	_____	_____
Dependents other than children:	_____	_____

Children

	<u>Full Name</u>	<u>Birthdate</u>	<u>Child only of Husband (H) or Wife (W)</u>	<u>SS#</u>	<u>Married (Y/N)</u>	<u>No. of Children</u>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

General Information

	<u>Husband</u>	<u>Wife</u>
Estimated size of any potential inheritance	_____	_____
Are you a Trustee or beneficiary of any trust, or do you possess any power or beneficial interest in a trust?	_____	_____
Do you have any power of appointment exercisable during life or at death, or have you previously exercised or released any power of appointment?	_____	_____
Have you ever filed a gift tax return?	_____	_____
Do you own insurance on the life of any person other than your spouse?	_____	_____
Have you ever lived in a non-community property state during your marriage (a state other than Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington or Wisconsin)?	_____	_____
Do you own property outside the State of Washington?	_____	_____
If so, where and what kind?	_____	_____

Life Insurance

	<u>Husband Insured</u>	<u>Wife Insured</u>
Number of policies:	_____	_____
Total face amount:	_____	_____
Total present cash value:	_____	_____
Owner(s):	_____	_____
Total loan(s)	_____	_____
Total annual premiums:	_____	_____
Primary beneficiary(ies):	_____	_____
Contingent beneficiary(ies):	_____	_____

Retirement Benefits

	<u>Husband</u>	<u>Wife</u>
<u>Employer Plans:</u>		
Type (pension, profits sharing, ESOP, etc.):	_____	_____
Approximate balance(s):	_____	_____
Primary beneficiary(ies):	_____	_____
Contingent beneficiary(ies):	_____	_____
<u>IRA:</u>		
Approximate balance(s):	_____	_____
Primary beneficiary(ies):	_____	_____
Contingent beneficiary(ies):	_____	_____

Last Will and Testament

A. Fiduciaries (Personal Representative, Trustee and Guardian):

1. **Personal Representative:** The Personal Representative is the individual(s) or entity (i.e. bank) designated to identify and collect assets of your estate, pay claims, expenses and obligations of the estate, settle the tax liability and distribute the estate as provided in your Will. Spouses will often serve for each other, and another individual(s) or entity will serve as successor.

	Husband	Wife
Name of individual(s) or entity to serve as Personal Representative (PR) and as Successor Personal Representative (SPR)	(PR) _____	_____
	(#2) _____	_____
	(#3) _____	_____

2. **Trustee:** The Trustee is the individual(s) or entity designated to hold, manage and distribute assets placed in any trust(s) established in your Will. The Trustee is guided by state law, and may obtain and rely on the advice of professionals regarding the management of the assets. The selection here often parallels the selection of PR(s) and SPR(s), discussed above.

Name of individual(s) or entity to serve as Trustee (TR) and Successor Trustee (STR) of any trusts to be established	(TR) _____	_____
	(#2) _____	_____
	(#3) _____	_____

3. **Guardian:** The Guardian of the person is the individual(s) who will take custody of your minor children (i.e. children under age 18) when there is no surviving parent. The Guardian's role is parental in nature, rather than financial. The Guardian and Trustee will coordinate with each other and can be the same person. You should name a successor guardian in the event the first named guardian is unable or unwilling to serve. You should also discuss this decision with the persons you choose prior to naming them in your Wills.

Name of individual(s) to serve as Guardian (G) or Successor Guardian (SG)	(G) _____	_____
	(#2) _____	_____
	(#3) _____	_____

B. **Dispositive Provisions**

1. **If married:**

- a. Putting tax considerations aside, would you prefer to have property pass to the survivor of you free and clear, (i.e., not in trust)?

- b. It is usually advisable to establish a trust in your Will to hold your estate for the benefit of your young children upon the death of both of you. The provisions of the trust generally allow the Trustee to make payments for the health, support, maintenance and education of the children. At some point, however, a child's share is usually distributed to him or her outright, and the trust terminates. The termination should be at the age or ages at which the child can be expected to manage the funds independently. For example, one-half of a child's share could be distributed to the child at age 25 with the balance distributed at age 30. If you think that the use of a trust for the children is advisable, at what age or ages should their shares be distributed to them free of trust? Are educational or vocational incentives of interest to you?

- c. Do either of you wish to include in your Will gifts to individuals or entities (i.e., charities) other than your surviving spouse and descendants (i.e. children, grandchildren)? _____.
If yes, please list the persons and/or organizations and the amount(s) of specific bequests to each:

- d. If neither of you nor any of your descendants survive until the complete distribution of your estate, please name the individuals, or perhaps charitable organizations, for whom you would like to provide in such circumstance:

2. **Special Concerns:**

Are there additional concerns or beneficiaries that haven't been discussed above? Do you have any family values that you would like to articulate? (i.e. philanthropy, entrepreneurship, civic involvement, or education) Would you like your family to reflect on these values in any way after you are gone? What could your children do with their inheritance that would disappoint you?

OTHER DOCUMENTS

A. General Durable Power of Attorney

The General Durable Power of Attorney allows you to appoint an individual(s) (i.e. "the attorney-in-fact") to make decisions and take actions regarding your property in the event you are incapacitated. The General Durable Power of Attorney is designed to preclude the need for a guardianship proceeding in the event of incapacity and becomes effective immediately or upon your disability or incompetence, as you determine appropriate.

	<u>Husband</u>	<u>Wife</u>
Name of individual to serve as Attorney-in-fact(AIF) and	(AIF) _____	_____
and successor attorney-in-fact (SAIF)	(#2) _____	_____
	(#3) _____	_____

B. Medical Power of Attorney

The Medical Power of Attorney allows the attorney-in-fact to make decisions regarding the medical treatment and non-treatment of the principal.

	<u>Husband</u>	<u>Wife</u>
Name of individual to serve as Attorney-in-fact(AIF) and successor attorney-in-fact (SAIF)	(AIF) _____	_____
	(#2) _____	_____
	(#3) _____	_____

C. Health Care Directive

The Health Care Directive is a statutory form designed to provide for the removal of artificial life support systems if you are diagnosed to be in a "terminal condition" or in a "permanent unconscious condition." Would you be interested in executing such a document? Yes _____ No _____.

Advisors (Name, address and telephone number)

Investments: _____

Accountant: _____

Insurance: _____

Other: _____

Existing Documents

Please provide us with copies of any existing estate planning documents, including Last Wills and Testaments, Community Property Agreements, Pre and Post Nuptial Agreements, Trust Agreements, Buy/Sell Agreements, Gift Tax Returns, Powers of Attorney, Living Wills, Divorce Decrees and Property Settlement Agreements, etc., and list the documents to be provided below:

Funeral/Burial Arrangements

We do not recommend that these provisions be stated only in the Will because the contents of the Will are not always known to the person in charge at the time the arrangements are being made. These arrangements should be written in a separate instrument outside of the Will and should be readily available to the persons who will be carrying out these instructions. If you wish, they can also be included in the Will. If you have already made arrangements, or have a preference, please explain:

ASSETS AND LIABILITIES

1. <u>ASSETS</u>	<u>Separate Property Husband</u>	<u>Separate Property Wife</u>	<u>Community Property</u>
Cash (checking and savings accounts)	\$ _____	\$ _____	\$ _____
Short-term investments - treasury bills, Certificates of deposit, etc.	\$ _____	\$ _____	\$ _____
Publicly traded securities and bonds	\$ _____	\$ _____	\$ _____
Annuities	\$ _____	\$ _____	\$ _____
Closely held securities*	\$ _____	\$ _____	\$ _____
Principal Residence	\$ _____	\$ _____	\$ _____
Vacation Home	\$ _____	\$ _____	\$ _____
Other real estate	\$ _____	\$ _____	\$ _____
Partnerships*	\$ _____	\$ _____	\$ _____
Accounts receivable	\$ _____	\$ _____	\$ _____
Face amount of life insurance	\$ _____	\$ _____	\$ _____
Retirement benefits	\$ _____	\$ _____	\$ _____
Qualified plans	\$ _____	\$ _____	\$ _____
Non Qualified Plans	\$ _____	\$ _____	\$ _____
Furnishings (also art work, antiques, etc.)	\$ _____	\$ _____	\$ _____
Automobiles	\$ _____	\$ _____	\$ _____
Boats	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
TOTAL ASSETS	\$ _____	\$ _____	\$ _____

* If controlling interest is owned in closely held corporation or partnership, give details.

11. LIABILITIES

	<u>Separate Property Husband</u>	<u>Separate Property Wife</u>	<u>Community Property</u>
Mortgage(s)	\$ _____	\$ _____	\$ _____
Guarantee(s)	\$ _____	\$ _____	\$ _____
Loans, notes, etc.	\$ _____	\$ _____	\$ _____
Other Obligations	\$ _____	\$ _____	\$ _____
TOTAL LIABILITIES	\$ _____	\$ _____	\$ _____
ASSETS - LIABILITIES = NET WORTH	\$ _____	\$ _____	\$ _____