

# KENNEDY LAW FIRM

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## **ESTATE PLANNING QUESTIONNAIRE**

Please complete this form to the best of your ability and bring it with you to our initial meeting. Your cooperation in this regard will make your appointment more productive and therefore save you both time and money. If you are uncertain as to how to respond to a particular question, simply note that fact. All of your answers will be reviewed with you so that you will have the opportunity to clarify any answers after you have been made aware of all of the potential options and their respective legal and tax ramifications. We look forward to working with you to help you achieve your estate planning goals.

## **DOCUMENTS TO BE BROUGHT TO FIRST CONFERENCE**

If available, we would like you to bring a recent **photograph** of yourself and your family to our first meeting. We like to make this photo part of our file. In addition, please bring copies of any of the following documents which are relevant:

1. Any existing wills or trusts of either spouse, including "Living Wills" or "Living Trusts."
2. All Federal gift tax returns that either spouse may have filed.
3. Any pre-nuptial, post-nuptial or marital settlement agreement that either spouse has signed.
4. If available, any will or trust under which either spouse has an interest.
5. Any buy-sell agreement, stock option plan, salary continuation plan or other deferred compensation plan (other than qualified plans) to which either spouse is a party, including beneficiary designations.
6. Powers of Attorney for management of property or health care.
7. Ownership and beneficiary designations for life insurance policies, and beneficiary designations for IRAs and qualified plans (pension, 401(k) & profit-sharing).

**NOTE:** Although this form requests information regarding both spouses, and other family member, this is not meant to imply that an attorney should, or can, in all situations provide such services for both spouses, or for other family members. Each situation must be considered individually. However, even when representing one spouse, information regarding the overall family situation is important so that the questionnaire should still be completed to the extent possible.

**ESTATE PLANNING QUESTIONNAIRE**

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

General Information

YOU:

NAME: \_\_\_\_\_

OTHER NAMES USED: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

OTHER RESIDENCES: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

POSITION: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

CITIZENSHIP: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_

SPOUSE (if applicable):

NAME: \_\_\_\_\_

RESIDENCE IF OTHER THAN YOURS: \_\_\_\_\_

OTHER NAMES USED: \_\_\_\_\_

CITIZENSHIP: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

POSITION: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

**FAMILY PROFILE**

<b><u>NAME</u></b>	<b><u>MARITAL STATUS</u></b>	<b><u>NO. OF CHILDREN</u></b>	<b><u>DATE OF BIRTH</u></b>	<b><u>SOCIAL SECURITY NUMBER</u></b>
YOU _____	_____	_____	_____	_____
SPOUSE _____	_____	_____	_____	_____
<b>CHILDREN AND DECEASED CHILDREN</b> (include address if other than yours, and note if child is deceased or adopted)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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**ASSETS**

Note: Please show the approximate value of the following assets in the appropriate column. Feel free to prepare supplementary schedules to provide further details with respect to any of the following categories.

	<u>You</u>	<u>Spouse</u>	<u>Joint</u>
Cash, Bank Accounts and Money Market Funds	_____	_____	_____
Bonds and Bond Funds	_____	_____	_____
Listed Stocks and Mutual Funds	_____	_____	_____
Listed Partnerships	_____	_____	_____
Residence	_____	_____	_____
Second Homes	_____	_____	_____
Investment Real Estate	_____	_____	_____
Professions or Business in which you are active (Sole Proprietorship, Partnerships or Corporations)	_____	_____	_____
Closely Held Business (in which you are not active)	_____	_____	_____
Retirement plans (including IRAs) (Complete supplemental information on page 5)	_____	_____	_____
Life Insurance (Complete supplemental information on page 6)	_____	_____	_____
Annuities	_____	_____	_____
Interests in Estates or Trusts	_____	_____	_____
Home Furnishings	_____	_____	_____
Automobiles	_____	_____	_____
Collections	_____	_____	_____
Other Personal Effects	_____	_____	_____
Miscellaneous Assets (identify if significant)	_____	_____	_____
<b>TOTALS</b>	_____	_____	_____

**SPECIAL INFORMATION REGARDING RETIREMENT PLANS:**

	<u>IRA</u>	<u>Keogh</u>	<u>Pension</u>	<u>Profit Sharing</u>
Participant	_____	_____	_____	_____
Beneficiary	_____	_____	_____	_____
Present Value	_____	_____	_____	_____

Liabilities

	<u>Debt #1</u>	<u>Debt #2</u>	<u>Debt #3</u>	<u>Debt #4</u>
Creditor	_____	_____	_____	_____
Amount of Debt	_____	_____	_____	_____
Assets Encumbered (if any)	_____	_____	_____	_____
Personal Liability (indicate "yes" or "no", and husband (H), wife (W) or joint (J) if there is personal liability)	_____	_____	_____	_____

Advisors

<u>Name and Address</u>	<u>Telephone No.</u>
Accountant: _____	_____
Life Insurance Agent: _____	_____
Investment Advisor: _____	_____
Stockbroker: _____	_____
Other Attorney: _____	_____
Physician: _____	_____
Other Consultant or Advisor: _____	_____

If spouse uses different advisors, please note and provide the same information for spouse's advisors.

**LIFE INSURANCE**

Policy Owner	Insured	Insurance Company & Policy Number	Death Benefit	Accidental Death Benefit, if any	Type of Policy	Annual Premium	Cash Value/ Policy Loan	Policy Beneficiary

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## ADDITIONAL INFORMATION

1. If you or your spouse were married previously, indicate to whom, when and how marriage was terminated, whether there were children of such marriage and whether there are any continuing rights or obligations arising pursuant to any property settlement agreement or divorce decree.
  
2. Where and when did your current marriage occur?
  
3. In what states have you resided during your marriage?
  
4. Have you and your spouse entered into a pre-nuptial or post-nuptial agreement?
  
5. Has either spouse filed gift tax returns or made any gifts (outright or in trust) exceeding \$10,000 per year to any person?
  
6. Does either spouse have a power of appointment or other interest under a will or trust created by someone else?
  
7. Does either spouse expect a significant inheritance?

8. Is either spouse a party to a buy-sell agreement, stock option plan, salary continuation plan or other deferred compensation plan other than a qualified pension or profit sharing plan?
9. In general, how do you want your estate distributed among your beneficiaries?
10. To what degree is each spouse capable of managing financial affairs?
11. Does either spouse want to control the way his or her assets pass after the other spouse dies (as opposed to giving the other spouse such control)?
12. If a trust is established for the surviving spouse, to what extent should he or she be permitted to invade the principal?
13. Is there anyone other than your spouse and children for whom you are financially responsible or to whom you or your spouse wish to leave a part of your estate?
14. Do you wish to make any charitable gifts in your Wills?
15. Do you want any assets to pass to your children before the second spouse's death?

16. Do you want assets passing to your children or grandchildren to be held in trust until a specific age?
17. If so, what ages should the trust require distributions of income or principal to your children and grandchildren? (The Trustee can be given discretion to make such distribution prior to such ages, and all beneficiaries need not be treated the same.)
18. Should any special problems be considered or special allowances be made as to any person, for example, for physical or mental disabilities?
19. If a child is under 18 when both spouses die, who do you want to raise such child?
20. Who do you and your spouse want the Executors of your estate to be? (You may each select one or more individuals and/or a bank.)
21. Who do you and your spouse want to be the Trustees of any trusts established in your Wills? (You may select one or more individuals and/or a bank.)
22. If you or your children have adopted or do adopt a child, should the adopted child be treated the same as a natural child?

23. If a child dies while assets are in trust for him or her, do you want such child to be able to leave any of such assets to his or her spouse?
24. If neither of you and none of your issue (lineal descendants) survive, to whom do you want your assets to pass?
25. Do you have any specific preferences as to a funeral, burial and/or anatomical bequests?
26. Do you or your spouse have a safe deposit box? If so, where is each located, and in what name or names is each maintained?
27. Where are your insurance policies kept?
28. Where are original wills and other important papers kept?
29. Do you wish to discuss Powers of Attorney or instructions regarding medical treatment (Living Wills)?