

CONFIDENTIAL ESTATE PLANNING

DATA SHEET AND CHECKLIST

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2011 Bartlett & Spirn,P.L.C.			<b>DATE:</b>		
I.	Family Information				
A.	Husband and Wife	Husband	Wife		
1.	Full name				
2.	Nickname				
3.	Home address				
	_				
	_				
4.	Home phone				
5.	Home fax				
	Email address				
6.	Employer or firm				
7.	Present occupation				
3.	Business address				
	_				
	_		-		
9.	Business phone				
10.	Business fax				
11.	Instructions for sending corresponder warked "Personal and Confiden		send everything to wife's office		

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<b>A.</b>	Husband and Wife (cont.)	Husband	Wife
12.	Date of birth		
13.	Place of birth		
14.	Citizenship		
15.	Present domicile [if different from state of residence]		
16.	Have you ever lived in a community property state (Arizona, California, Idaho, Louisiana, New Mexico, Nevada, Texas or Washington)?		
17.	Social Security Number		
18.	Date and place of marriage		
19.	Do you have a pre-nuptial or post-nuptial agreement with each other?		
20.	Prior marriage(s), if any		
	a. Former spouse		
	b. Present address		
	c. When and where married		
	d. How, when and where marriage ended		
	e. Divorce obligations to or from former spouse		
	(i) Child support		
	(ii) Alimony		
21.	Do you or any family members have any serious health problems?		

## **B.** Children (and Deceased Children)

Name of Child	Date of Birth (or Adoption)	Child of Husband, Wife or both	Child's Social Security Number	Current Address	Name of Child's Spouse (if any)	Child's Issue (Names and ages)	Is Rela Go	ntionship ood?	Prior Marriage(s) and Name(s) of Former Spouse(s) of Child
							With Child?	With Child's Spouse?	

Parents, Brothers and Sisters			
Husband			Wife
Parents	1.	Parents	
Names	_	Names	
Address(es)	_	Address(es)	
Ages (or date of death)	_	Ages (or date of death)	
Brothers/Sisters	2.	Brothers/Sisters	
Name	_	Name	
Address	_	Address	
Age (or date of death)	_	Age (or date of death)	
Spouse	_	Spouse	
Children (names and ages)	_	Children (names and ages)	
Brothers/Sisters (continued)	_	Brothers/Sisters (contin	ued)
Name	_	Name	
Address	_	Address	
Age (or date of death)	_	Age (or date of death)	
Spouse	_	Spouse	
Children (names and ages)	_	Children (names and ages)	
	Parents Names Address(es) Ages (or date of death)  Brothers/Sisters Name Address Age (or date of death) Spouse Children (names and ages)  Brothers/Sisters (continued) Name Address Age (or date of death) Spouse Children	Parents Names Address(es) Ages (or date of death)  Brothers/Sisters Age (or date of death) Spouse Children (names and ages)  Brothers/Sisters (continued) Name Address Age (or date of death) Spouse Children (names and ages)	Parents  Names  Address(es)  Ages (or date of death)  Brothers/Sisters  Name  Address  Age (or date of death)  Spouse  Children (names and ages)  Brothers/Sisters (continued)  Name  Address  Age (or date of death)  Spouse  Children (names and ages)  Brothers/Sisters (continued)  Name  Address  Age (or date of death)  Spouse  Children (names and ages)  Brothers/Sisters (continued)  Name  Address  Age (or date of death)  Spouse  Children (names and ages)  Spouse  Children  Address  Age (or date of death)  Spouse  Children  Spouse  Children  Children  Spouse  Children  Children  Children  Spouse  Children  Children

Full Name	Age	Address	Relationship
Full Name	Age	Address	Relationship
Full Name	Age	Address	Relationship
• •	nheritance from a par estimated amount.)	rent or other person? (	(If so, state source, potential
Any especially in discuss?	mportant estate plan	ning objectives or prol	olems which you wish to
Are you a benef interest.	iciary of a trust or es	tate? If so, please des	cribe nature and extent of
interest.			cribe nature and extent of
Do you hold any	y powers of appointm		y Trusts? If so, please desc

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	Name	Tel #()
	Address	
2. Who w	ould you wish to serve as yo	ur alternate executor?
		Tel #()
	Address	
	ian of your underage childre	en:
1. Who w children?	ould you wish to serve as gu	ardian of the person and property of your underage
	Name	Tel #()
	Address	
		ernate guardian of the person and property of your
	children?	
	children? Name_ Address	Tel #()
underage	children? Name_ Address	Tel #()
underage	children? NameAddress de your spouse, who would y	Tel #(
underage	children? NameAddress de your spouse, who would y	Tel #() ou wish to serve as your health care proxy?Tel #()
underage M. Besid	children? NameAddress de your spouse, who would y NameAddress	Tel #() ou wish to serve as your health care proxy?Tel #()
underage M. Besid	children? Name Address  de your spouse, who would y Name Address  your spouse do you want an	Tel #(

## **II.** Personal Information

A.	Please provide name(s), address	s(es) and telephone number(s) of a	dvisor(s)
1.	Stockbroker		
2.	Life Insurance Advisor		
3.	Banker or Trust Officer		
4.	Investment/Financial Advisor		
5.	Other Attorney		
6.	Accountant		
B.	Other Information		
1.	Safe Deposit Box		
	(Location, number)		
2.	Cemetery Lot(s), (location,		
	deed, care arrangements)		
3.	Are you insurable?	Husband	Wife
4.	Do you currently have a will? If yes, location of original (Please provide us with a copy.)		
5.	Do you currently have a revocable trust?  If yes, location of original (Please provide us with a copy.)		
6.	Do you currently have a durable power of attorney? or a "living will"?	e 	
	If yes, location of original (Please provide us with a copy.)		

#### C. Gift Data

1.	Are you and your spouse considering any charitable gifts or bequests?
2.	Have you ever created an irrevocable trust? If so, please provide us with a copy of the Trust Agreement and list the beneficiaries, any powers and rights retained, value of gift, trustees, term, any reversion, present value.
3.	Have you ever created a custodial account, or has anyone else ever created a custodial account, for the benefit of any of your children? If so, please list the donor, date, custodian, minor, value of gift, present value, state law applicable.
4.	Have you ever made gifts to anyone of over \$14,000 of value (or \$28,000 if you and your spouse made the gifts together)? If so, please list the date(s) of such gifts, the donee, the value of the gift, whether a gift tax return was filed and whether any part of your exemption from gift and estate taxes was used. Please provide us with copies of the gift tax returns that were filed.
5.	Have you or your spouse transferred ownership of any life insurance policies (whether to a trust or to another person)?
6.	Have you ever created a Foundation? If so, please state its name, the state in which it was formed, its purpose, your motive for creating, and the amount(s) you have transferred to each such foundation and the dates of such transfer(s). Please also provide us with copies of any relevant documentation.

# III. Asset Inventory

[Insert a brief description as appropriate; if joint assets are substantial, indicate source of funds.]

	In the name of:	Husband	Wife  Estimated Current Value	Held Jointly (Joint tenants with rights of survivorship or tenants by the entireties)
Α.	Cash Funds	\$	\$	\$
В.	<b>Checking Accounts</b>	\$	\$	\$
C.	Savings Accounts	\$	\$	\$
D.	<b>Money Market Accounts</b>	\$	\$	\$
Ε.	<b>Certificates of Deposit</b>	\$	<b>\$</b>	\$
F.	Marketable Securities	\$	\$	\$
	1. Listed Common Stocks	\$	\$	\$
	2. Unlisted Common Stocks	\$	<b>\$</b>	\$
	3. Listed Preferred Stocks	\$	\$	\$
	4. Unlisted Preferred Stocks	\$	\$	\$
	5. U.S. Savings Bonds	\$	\$	\$
	6. Treasury Bonds	\$	<b>\$</b>	\$
	7. Tax-Exempt Bonds	\$	<b>\$</b>	\$
	8. Listed Corporate Bonds	\$	\$	\$
	9. Unlisted Corporate Bonds	\$	<b>\$</b>	\$
	10. Other Bonds	\$	\$	\$
	11. Mutual Fund Shares	\$		\$

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In the name of:	Husband	Wife
G. Employee Benefits		
<ol> <li>Deferred compensation Beneficiary?</li> </ol>	\$	\$
2. Group life insurance Beneficiary?	\$	\$
3. Post-death salary continuation Beneficiary?	\$	\$
4. Stock options Beneficiary?	\$	\$
5. Restricted stock Beneficiary?	\$	\$
6. Pension plan account Beneficiary?	\$	\$
7. Profit-sharing plan account Beneficiary?	\$	\$
8. Savings plan account Beneficiary?	\$	\$
9. 401(k) plan value Beneficiary?	\$	\$
10. Money Purchase plan Beneficiary?	\$	\$
11. Annuities Beneficiary?	\$	\$
12. IRA Beneficiary?	\$	\$
13. SEPP Beneficiary?	\$	\$
14. Other benefit plans Beneficiary?	\$	\$

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	In the name of:	Husband	Wife	Held Jointly (Joint tenants with rights of survivorship or tenants by the entireties)
Н.	<b>Tangible Personal Property</b>			tenants by the entireties)
1.	Cars, trailers and other motor vehicles	\$	\$	\$
2.	Boats and aircraft	\$	\$	\$
3.	Jewelry, furs, personal effects	\$	\$	\$
4.	Works of art	\$	\$	\$
5.	Antiques	\$	\$	\$
6.	Collections	\$	\$	\$
7.	Household effects	\$	\$	\$
I.	Mortgage notes, deed of trust notes and/or other obligation owed to you	\$	\$	\$
	Are any of these owed by a child or other relative?	\$	\$	\$
J.	Other assets (such as royaltie	s, patents, copyrights,	oil, gas or mineral rig	thts)? Please describe.
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	TOTALS	\$	\$	\$

#### IV. Liabilities

A. Fixed Liabilities	Husband	Wife	Joint		
1. Income taxes accrued	\$	\$	\$		
2. Margin accounts	\$	\$	\$		
3. Bank loans	\$	\$	\$		
4. Installment contracts	\$	\$	\$		
5. Other secured (indicate desire					
Recourse	\$	\$	\$		
Non-Recourse	\$	\$	\$		
6. Accounts payable	\$	\$	\$		
7. Other unsecured	\$	\$	\$		
8. Leases	\$	\$	\$		
9. Charitable pledges	\$	\$	\$		
10. Notes endorsed	\$	\$	\$		
11. Lawsuits	\$	\$	\$		
12. Guarantees	\$	\$	\$		
13. Judgments against you	\$	\$	\$		
<b>Total liabilities</b>	\$	\$	\$		
<b>B.</b> Contingent Liabilities	\$	\$	\$		
C. Present fiduciary* positions	which may impose liab	oility or accountability			

<sup>\*</sup> For example, trustee, executor, administrator or personal representative of estate, director or officer of corporation, general partner of partnership

#### V. Real Estate

(Including Residence, Vacation Home, Other)

Туре	Location	Percentage of Interest Owned by Husband, and/or Wife	Date Acquired	Cost (before mortgage)	Estimated current value (before mortgage)	Present balance of mortgage	Record Title in:		Joint Names Nature of Title and % of Interest Held by		
							Name of Husband	Name of Wife	Husband	Wife	

#### VI. Life Insurance

(Include business insurance, group item insurance, accidental death and dismemberment insurance and any other form of insurance on Husband's life, Wife's life or the lives of your children)

Insurance Company	Policy Number	Insured	Owner of Policy	Beneficiary		Face Amount	Approximate cash surrender	Amount of any policy or bank loan
				Primary	Contingent		value before any loan	bank toan

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## **VII. Business Interests**

## A. Sole Proprietorships

Trade Name and Address	Who is Owner?	Nature of Business	Estimated Current Value
		TOTAL	

## **B.** Closely Held Corporations

					To	tal No. of Sha	res Out	standing	Nu	mber (	of Shar an	res Ov d/or V	vned by Vife	y Husband
					Com	mon Stock		referred Stock	Com	ımon S	Stock	P	referr	ed Stock
Exact name and Address	*	Date of Incorp.	Place of Incorp.	Nature of Business	No. Shs.	Est. curr. value per share	No. Shs.	Est. curr. value per share	Н	W	J**	Н	W	J**

<sup>\*</sup> Please indicate by a (S) or a (C) whether corporation is a Subchapter S corporation.

<sup>\*\*</sup> Jointly

# C. Other Closely Held Business Interests

Business Name:	Business Name:					
Mailing Address:	Mailing Address:					
Type of Business Entity:  ☐ C Corporation ☐ S Corporation ☐ Limited Liability Company ☐ General Partnership ☐ Limited Partnership ☐ Joint Venture	Type of Business Entity:  ☐ C Corporation ☐ S Corporation ☐ Limited Liability Company ☐ General Partnership ☐ Limited Partnership ☐ Joint Venture					
Nature of Business:	Nature of Business:					
Ownership Interest:	Ownership Interest:					
Business Name:	Business Name:					
Mailing Address:	Mailing Address:					
Type of Business Entity:  ☐ C Corporation ☐ S Corporation ☐ Limited Liability Company ☐ General Partnership ☐ Limited Partnership ☐ Joint Venture	Type of Business Entity:  □ C Corporation □ S Corporation □ Limited Liability Company □ General Partnership □ Limited Partnership □ Joint Venture					
Nature of Business:	Nature of Business:					
Ownership Interest:% Owned By Husband% Owned By Wife	Ownership Interest:% Owned By Husband% Owned By Wife					
Estimated Current Value: \$	Estimated Current Value: \$					
Please check if the ownership interest in this business is subject to the terms of a buy-sell or shareholder agreement or the transferability of this business interest is otherwise restricted. If so, please provide a copy of all applicable agreements.	Please check if the ownership interest in this business is subject to the terms of a buy-sell or shareholder agreement or the transferability of this business interest is otherwise restricted. If so, please provide a copy of all applicable agreements.					