

# ESTATE PLANNING WORKSHEET

## *Single Individuals*

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Information provided is held in complete confidence, and is used for the sole purpose of analyzing estate planning needs and designing estate planning documents.

***IF COMPLETING PRIOR TO INITIAL APPOINTMENT:*** Preparation of this worksheet is not mandatory prior to the initial appointment with us, **but** if we are able to review the completed worksheet prior to your appointment, more information and value will be received during the initial consultation.

**IF NOT OBTAINED PRIOR TO INITIAL APPOINTMENT:** Please **legibly complete pages 2, 3, and 4 at the beginning of the appointment after your arrival. Thank you!**

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## Estate Planning Worksheet for Single Individuals

The information requested on this worksheet may seem like *very private information*, but it is very important that an estate planner understands your present situation and your wishes for the future. This information enables us to plan the estate to accomplish future goals and to save on taxes and administrative expenses.

This worksheet is intended for single clients. If you are married, please request the appropriate estate planning worksheet from us.

Estate planning is very important for singles as well as couples. Plan of distribution for singles is not obvious and most or all assets will be probated since joint tenancy with a spouse is not an appropriate method of avoiding probate.

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Date

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First Name

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MI

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Last Name

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Preferred Name

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Social Security Number

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Date of Birth

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Address

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City

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State

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Zip

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County

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Phone Number

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Other Phone

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Email

What is your primary motivation for considering estate planning? (*Select one or more*)

- Probate avoidance
- Guardianship for minor children
- Business or farm planning
- Federal estate tax planning
- Other: \_\_\_\_\_

How soon would you like to complete planning? Is there a specific deadline, such as an upcoming trip, surgery, etc.? \_\_\_\_\_

**Client**

Do you presently have a will?  Yes  No

Do you presently have a trust?  Yes  No

Are you interested in avoiding probate of your estate?  Yes  No

Were there any previous marriages?  Yes  No

If yes, year marriage ended in: \_\_\_\_\_

Do any of your children or other beneficiaries have disabilities?  Yes  No

Do you own a farm or business?  Yes  No

If yes, do any of your children work in the business with you?  Yes  No

If yes, does the child working in the business have an ownership interest in the business?  Yes  No

Are you a U.S. citizen?  Yes  No

**Do you or any family member or potential beneficiaries have any serious health problems?**  Yes  No

If yes, please describe briefly: \_\_\_\_\_

Do you own a long-term care (nursing home) insurance policy?  Yes  No  Yes  No

**Net Worth:** If you added the value of all property you own including real estate, personal property, bank accounts, stocks, bonds, IRAs, and anything else you own except death benefits on life insurance, what is the approximate total value of your estate? \_\_\_\_\_

What is the value of death benefits on life insurance insuring you? \_\_\_\_\_

What is the total amount of your outstanding liabilities? \_\_\_\_\_

**Children or Other Beneficiaries**

Name	Address	Date of Birth	Relationship

**Gift Tax Returns**

Have gift tax returns ever been filed to report gifts made? \_\_\_\_\_ \*\*\*If YES, please bring copies of the returns to your appointment.

## Appointments

1. **Personal Representative.** The will should name a personal representative to probate the estate. (Personal representative is also sometimes referred to as executor or administrator.)

Personal Representative: \_\_\_\_\_

Alternate: \_\_\_\_\_

Second Alternate: \_\_\_\_\_

2. **Health Care Agent.** Who should be named to make medical decisions on your behalf including decisions regarding medical consents, life support issues, and nursing home admission if you were unable to make these decisions yourself? It is not necessary to appoint the same person who is your successor trustee or personal representative as your health care agent. **YOU MUST SUPPLY ADDRESS AND PHONE NUMBER(S).**

Health Care Agent: \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Alternate : \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

3. **Agents Under Power of Attorney.** In a Durable Power of Attorney, you name someone or some persons to act on your behalf with respect to the financial/business side of your life (banking, property, insurance, etc.). As you are giving someone full authority to act on your behalf, the person(s) you name as your Agent/Attorney in Fact needs to be someone in whom you have the greatest trust and confidence.

Primary Agent: \_\_\_\_\_

Address \_\_\_\_\_

Alternate Agent: \_\_\_\_\_

Address \_\_\_\_\_

## Plan of Distribution

1. **Specific Gifts.** Do you want to make charitable gifts, such as to a house of worship or other institution? Do you wish to make a special gift to a particular person, such as a piece of jewelry to a particular child?

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2. Briefly describe where you would want assets remaining after any specific gifts are distributed. (Don't worry about tax planning or other considerations in answering this question. We'll consider those details later if needed.)

- Equally between children, and if a child didn't survive, the deceased child's children would take the share of the deceased child.
- Equally between surviving children
- As follows: \_\_\_\_\_

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3. **Ultimate Distribution.** You might want to provide for the distribution of your property if neither you, nor your children/other beneficiaries named above survive.

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**Please complete this section only if you have minor beneficiaries or beneficiaries with disabilities.**

1. **Guardian.** If you have child(ren) or other beneficiary(ies) who are minors or who have special needs, you may need to appoint a guardian. The guardian is responsible for the day-to-day care of the child. It is a good idea to name an alternate guardian to act if your first choice cannot serve.

Guardian: \_\_\_\_\_

Alternate: \_\_\_\_\_

2. **Testamentary Trustee.** You may need a trustee to manage assets for beneficiaries until they reach an age when you believe they should be capable of managing assets on their own. A trustee can keep the beneficiary's money invested wisely and use it for their education, support, etc., until they reach the age specified for outright distribution of assets to them. The trustee can be a relative, friend, trust company, or other person or institution you trust to manage and distribute assets according to your wishes. The testamentary trustee can be the same person named as the guardian, or could be a different person or institution.

Testamentary Trustee: \_\_\_\_\_

Alternate: \_\_\_\_\_

3. **Age of Distribution.** If you do establish a trust to allow a third party to manage assets for beneficiaries, then it is necessary for you to decide when the beneficiaries will be mature enough to manage assets on their own. You may want to give each beneficiary his or her share at the time the beneficiary reaches a particular age. You may consider splitting the distribution, such as  $\frac{1}{2}$  at age 25 and the balance at age 30, or  $\frac{1}{3}$  at 21,  $\frac{1}{3}$  at 25, and  $\frac{1}{3}$  at 35. You may use any age or combination of ages that you choose.

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

### Income/Asset/Liability Information

Please list your income/asset/liability information in the appropriate category below.  
Attach a separate page if necessary.

**Income:**

Earned Monthly Income from Labor \_\_\_\_\_

Monthly Social Security Income \_\_\_\_\_

Monthly Pension Income \_\_\_\_\_

Other Monthly Income \_\_\_\_\_

Type of Asset	Title in Which Held (You solely, Joint with third party, Tenants in common, etc.)	Current Value
<b>Real Estate</b> (Include type of property e.g., residential, agricultural, commercial, or manufacturing.)		
Personal Residence		
Vacant Land		
Other:		
<b>Liquid Assets</b> (Include account number and address where held.)		
Cash on Hand		
Government and Publicly Traded Securities		
Unlisted Securities (Not Publicly Traded)		
Money Market Accounts		
Equity in Business <input type="checkbox"/> Sole Prop. <input type="checkbox"/> Partnership		
Notes and Loans Receivable		

Type of Asset	Title in Which Held (You solely, Joint with third party, Tenants in common, etc.)		Current Value	
Checking Accounts				
Savings Accounts				
Certificates of Deposit				
Automobiles				
Other Personal Property				
Annuities	<b>Owner</b>	<b>Beneficiary</b>	<b>Current Value</b>	
IRAs				
Pension/Profit Sharing				
Life Insurance			Cash Value	Death Benefit
Other Assets				
<b>Liabilities</b>	<b>Name Loan Taken In</b>		<b>Amount Owed</b>	

