

**Note:** The following worksheet allows you to gather all of the pertinent information needed to create a will or trust. Complete this and bring this to the meeting with Rich Kitchens or send it to Rich Kitchens so he can review it prior to the meeting.

## ***ESTATE PLANNING WORKSHEET***

### **I. Personal Information. (If more than one person, include spouse/partner)**

Your full name(s): \_\_\_\_\_

Former names (if any): \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Social Security Number(s): \_\_\_\_\_

Birthdate(s): \_\_\_\_\_

Marital status: [check all that apply]

\_\_\_ single, no immediate plans to become married

\_\_\_ single, plan to be married soon

\_\_\_ married (Name of spouse if not already on this form: \_\_\_\_\_ )

\_\_\_ previously married (to: \_\_\_\_\_ date of divorce: \_\_\_\_\_ )

\_\_\_ previously married (to: \_\_\_\_\_ date of death: \_\_\_\_\_ )

Citizenship status: \_\_\_ American citizen(s) Other citizenship (specify: \_\_\_\_\_ )

Children: \_\_\_ I/We have no children.

\_\_\_ I/We have no children but possibly will after the signing date of my will

\_\_\_ My children (including adopted children and stepchildren) are:

\_\_\_ Other status (explain): \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Birthdate \_\_\_\_\_

[Other parent] \_\_\_\_\_

[Legal status] \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Birthdate \_\_\_\_\_

[Other parent] \_\_\_\_\_

[Legal status] \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Birthdate \_\_\_\_\_  
 [Other parent] \_\_\_\_\_  
 [Legal status] \_\_\_\_\_

[attach other paper for more children]

**II. Value of Estate.** The value of the estate is needed to evaluate whether estate taxes may be an important consideration in the preparation of the will or trust. Although federal estate taxes are not usually a factor in estates of less than \$2,000,000 (as of 2008), it may become important to consider more complex estate planning techniques in estate of \$1,000,000 or more. The manner in which assets are held (e.g., "jointly" or "in one name only") is also important in determining who will receive certain property (i.e., generally "joint" property goes to the "surviving" joint tenant regardless of what the will may provide).

**Summary Listing of Assets and Liabilities**

Be ready to provide specific details on the following:

	<u>You only</u>	<u>Spouse only</u>	<u>Joint with Spouse</u>	Named beneficiary?
<b>Bank Accounts</b>	\$ _____	\$ _____	\$ _____	_____
<b>IRA Accounts</b>	\$ _____	\$ _____	\$ _____	_____
<b>Retirement/ Profit sharing plans</b>	\$ _____	\$ _____	\$ _____	_____
<b>Investment accounts</b>	\$ _____	\$ _____	\$ _____	_____
<b>Stocks</b>	\$ _____	\$ _____	\$ _____	_____
<b>Bonds</b>	\$ _____	\$ _____	\$ _____	_____
<b>Real Estate</b>	\$ _____	\$ _____	\$ _____	_____
<b>Life Insurance</b>	\$ _____	\$ _____	\$ _____	_____
<b>Business Interests</b>	\$ _____	\$ _____	\$ _____	partners?: _____
<b>Cars and other vehicles</b>	\$ _____	\$ _____	\$ _____	
<b>Personal property (incl. household property)</b>	\$ _____	\$ _____	\$ _____	
<b>Other assets (boats, planes, expected inheritances, etc.)</b>	\$ _____	\$ _____	\$ _____	
<b>TOTAL ASSETS</b>	\$ _____	\$ _____	\$ _____	

<i>LIABILITIES</i>	<u>You only</u>	<u>Spouse only</u>	<u>Joint with Spouse</u>
<b>Credit Cards</b>	\$ _____	\$ _____	\$ _____
<b>Mortgages</b>	\$ _____	\$ _____	\$ _____
<b>Other bank loans</b>	\$ _____	\$ _____	\$ _____
<b>School loans</b>	\$ _____	\$ _____	\$ _____
<b>Other debts</b>	\$ _____	\$ _____	\$ _____
<b>TOTAL LIABILITIES</b>	\$ _____	\$ _____	\$ _____

**Other financial matters:**

**III. DISTRIBUTION OF THE ESTATE ASSETS.** The persons or organizations (beneficiaries) who will receive the assets of the estate must be identified.

**First Priority. My first priority is to provide for:**

- my spouse.*
- my spouse (on the assumption that my spouse will provide for my children).*
- my children.*
- my spouse and children.*
- the following beneficiaries (including charities, stepchildren, parents, and other relatives):*

*Name of beneficiary* \_\_\_\_\_  
*Address of beneficiary* \_\_\_\_\_  
*Relationship:* \_\_\_\_\_

*Name of beneficiary* \_\_\_\_\_  
*Address of beneficiary* \_\_\_\_\_  
*Relationship:* \_\_\_\_\_

*Name of beneficiary* \_\_\_\_\_  
*Address of beneficiary* \_\_\_\_\_  
*Relationship:* \_\_\_\_\_

***[use more if needed]***

**Second Priority. My second priority is to provide for:**

- my spouse.*
- my spouse and children;*
- the following beneficiaries (including stepchildren, parents and other relatives):*

*Name of beneficiary* \_\_\_\_\_  
*Address of beneficiary* \_\_\_\_\_  
*Relationship:* \_\_\_\_\_

*Name of beneficiary* \_\_\_\_\_  
*Address of beneficiary* \_\_\_\_\_  
*Relationship:* \_\_\_\_\_

*Name of beneficiary* \_\_\_\_\_  
*Address of beneficiary* \_\_\_\_\_  
*Relationship:* \_\_\_\_\_

*Name of beneficiary* \_\_\_\_\_  
*Address of beneficiary* \_\_\_\_\_  
*Relationship:* \_\_\_\_\_

[Optional. **Specific Bequests.** Although the prior information states my general intent, I would also like to include the following specific bequests.]

Specific Description of the Asset (be as specific as possible to avoid confusion whenever possible)	To whom should it go? (Name/address)	Relationship of the beneficiary to you

*[Use another sheet to identify and describe other specific items you wish to bequest to someone.]*

**Note that the following section is another way of distributing your property if you do not have SPECIFIC numbers in mind.**

\_\_\_ [Optional. **Distribution Summary.** In general terms, I would like to have the assets of my estate distributed as follows:]

<u>Percentage of estate</u>	<u>Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**[IV. Optional Providing for Minor Children.]**

\_\_\_ Trust for Minor Children. I wish to include Will provisions that will create a "trust for minor children." **This type of trust manages all or a portion of the Testator (Willmaker's) assets for the benefit of the children, until the youngest child attains an age specified below for the outright distribution of the trust assets to the children.**

\_\_\_ [Option #1: the trust assets should be distributed outright to my children when my youngest child reaches age \_\_\_ years.]

\_\_\_ [Option #2: rather than distributing all of each child's share at one time, the assets should be distributed in \_\_\_ distributions at the following ages: \_\_\_, \_\_\_, \_\_\_, \_\_\_\_.]

**V. Trustee: A trustee is the person or entity named in a Will who has the responsibility to manage the trust assets and to make distributions as required by the terms of the trust.**

*First Choice:*

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

City: \_\_\_\_\_ State: \_\_\_\_\_

*Second Choice:*

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

City: \_\_\_\_\_ State: \_\_\_\_\_

\_\_\_ [Optional: I would like the above two choices to serve together as co-trustees.]

*Third Choice:*

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

City: \_\_\_\_\_ State: \_\_\_\_\_

**[VI. Optional Guardian: A guardian is a person named in a Will who has the legal responsibility to take care of minor children until the children reach the age of "majority," which is the age of 18.]**

*First Choice:*

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

City: \_\_\_\_\_ State: \_\_\_\_\_

*Second Choice:*

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

City: \_\_\_\_\_ State: \_\_\_\_\_

\_\_\_ *[Optional: I would like the above two choices to serve together as co-guardians.]*

*Third Choice:*

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

City: \_\_\_\_\_ State: \_\_\_\_\_

**VII. Executor. An executor is the person or entity named in a Will who has the responsibility to carry out the terms of the Will (i.e., collect the Willmaker's assets, pay the debts, and distribute the remaining assets to the beneficiaries.)**

*First Choice:*

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

City: \_\_\_\_\_ State: \_\_\_\_\_

*Second Choice:*

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

City: \_\_\_\_\_ State: \_\_\_\_\_

\_\_\_ *[Optional: I would like the above two choices to serve together as co-executors.]*

*Third Choice:*

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

City: \_\_\_\_\_ State: \_\_\_\_\_