

# ESTATE PLANNING FORM

## I. CLIENT INFORMATION

A. Your Name (as you usually sign it) \_\_\_\_\_  
Home Address \_\_\_\_\_  
Home Telephone Number \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Place of Employment \_\_\_\_\_

B. Your Spouse's Name (if applicable) \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Place of Employment \_\_\_\_\_

## II. FAMILY INFORMATION:

Please list all children, whether by present or former marriage, or by adoption.

NAME OF CHILD	AGE	CURRENT ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A. Are any of the above children:

1. From a prior marriage? \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

2. Under a mental or physical disability? \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

B. Do you have grandchildren or other possible beneficiaries who are adopted? \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

C. Do you or any of your family members have significant health problems? \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

## III. NAME OF GUARDIAN (S) (AND SUCCESSORS) FOR MINOR CHILDREN:

\_\_\_\_\_

**IV. DISPOSITION OF YOUR ESTATE:** To whom do you wish to leave your property at your death?

A. If you are married and your spouse survives you, do you want to leave everything to your spouse? \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

B. The three questions below ask how your Estate should be distributed if you are unmarried at the time of your death, or in the event your spouse predeceases you.

1. Cash Gifts: Would you like to leave a cash gift to any specific individual or charity? If so, please list the amount and the beneficiary.

AMOUNT OF GIFT	BENEFICIARY (name and address)
_____	_____
_____	_____
_____	_____
_____	_____

2. Other Gifts of Specific Items: Would you want to leave any non-cash specific items of property to a named individual or charity? If so, please list the item and beneficiary.

DESCRIPTION OF GIFT	BENEFICIARY (name and address)
_____	_____
_____	_____
_____	_____
_____	_____

3. REMAINDER OF ESTATE: State the names of all persons to whom you wish to leave the rest of your Estate (in the event you are not survived by a spouse), and note the proportion each beneficiary is to receive.

BENEFICIARY	PROPORTION OF ESTATE
_____	_____
_____	_____
_____	_____
_____	_____

4. NAMES OF Executor/Executrix (AND SUCCESSOR):

\_\_\_\_\_

## V. FINANCIAL INVENTORY FORM:

Please list all the property you own on this form and give its approximate value.

This information will be used to help plan your Estate.

(Note that all information on this form will be kept strictly confidential.)

Description	Approximate Value
A. Real Estate (current market value) (Provide Deed copies, if available)	_____
B. Stocks and Bonds (include government bonds)	_____
C. Business interests	_____
D. Motor Vehicles (including boats, recreational vehicles, automobiles, etc.)	_____
E. Valuable Collectibles (Antiques, jewelry, etc.)	_____
F. Pension and Retirement Plans	_____
G. Bank Accounts (including Savings and Loans and Credit Unions)	_____
1. Savings Accounts	_____
2. Checking Accounts	_____
H. Life Insurance (face amount and cash value)	_____
I. Other property of significant value not listed above	_____
J. Debts:	
1. Real Estate Mortgages	_____
2. Loans against insurance policies	_____
3. Bank Loans	_____
4. Other	_____

## VI. CHECKLIST OF DOCUMENTS

A. Safe Deposit Box in following name (s) \_\_\_\_\_

Location \_\_\_\_\_

B. Present Documents (please bring originals)

Will (s) dated \_\_\_\_\_

Trust (s) dated \_\_\_\_\_

Power (s) of Attorney dated \_\_\_\_\_

Living Will (s) dated \_\_\_\_\_

C. Are you interested in a Power of Attorney? \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

D. Are you interested in a Living Will? \_\_\_\_\_ (yes) \_\_\_\_\_ (no)

## ISSUES TO CONSIDER

There are some matters that you need to think about before you have your Will prepared.

These include the following:

1. Who do you want designated to serve as Executor/Executrix of your Estate?  
(The Executor/Executrix is the person or institution in overall charge of taking care of the administration of your Estate.) Common choices for Executor/Executrix include:
  - A. Your spouse;
  - B. One or more of your children;
  - C. A bank with a Trust Department;
  - D. A close relative or friend;
  - E. A team of several people to serve as Co-Executors.
2. If you have children who are under the age of 18, what person (the "Guardian") would you choose to care for them and raise them if both you and your spouse were to die? Would you want someone else (the "Trustee") to be in charge of any property the children would receive? (The person you choose to raise your children can be different from the person you choose to handle your children's finances.)
3. Are there any particular items of property or cash you wish to leave to specific individuals? (These individuals are called your "beneficiaries.")
4. To what person or persons do you want to leave the balance of your Estate?
5. What do you want done with any property you leave to a beneficiary, if that beneficiary dies before you do? Specifically, whom would you want to get that beneficiary's share of your Estate?
6. If you are leaving a portion of your Estate to children, at what age do you think the children should receive their inheritances? (If you don't specify otherwise, the children will receive all of their inheritance at age 18. Many people feel it is unwise for children to receive a large inheritance at the young age of 18.)

If you are married, you should consider how you would answer these questions in the event of the death of both spouses, as well as just one.

# DOCUMENT LOCATOR

- ◆ Name, address and phone number of your attorney.
- ◆ Location of your Will and of any trust instruments; complete list of your beneficiaries with current addresses and phone numbers.
- ◆ Details of special funeral arrangements you have already made or would like carried out. Location of burial plot, if any, and location of the deed to it.
- ◆ List of your bank accounts including names, addresses and phone numbers of financial institutions, your account numbers, locations of passbooks, checkbooks and certificates.
- ◆ List of your stock, bond and real estate investments; names, addresses and phone numbers of your financial planner, tax adviser, broker, and/or anyone else with knowledge of or control over your finances.
- ◆ All pertinent insurance data including names, addresses and phone numbers of insurance companies, your policy numbers, locations of policies, and names, addresses and phone numbers of your insurance agents. Include health, life, auto, homeowners/renters policies, and any employee benefit or pension plans you are enrolled in.
- ◆ Location of your safe-deposit box and the key to it; list of box's contents, and names of anyone else who has access to it.
- ◆ List of personal property not disposed of by Will and your wishes for its distribution.
- ◆ Locations of receipts and appraisals for valuables, and of any legal documents (e.g., Social Security card or passport) not kept in your safe-deposit box.
- ◆ List of active credit accounts, including names and addresses of mortgage companies, banks, oil companies, department stores, etc., your account numbers and types of accounts.
- ◆ Complete information, including substantiating documentation, about any personal loans you owe or are owed.
- ◆ Locations of copies of your tax returns going back three years, and of copies of any gift or estate tax returns filed during that period.
- ◆ Location of your Living Will, if you have one, although your physician, attorney and next of kin should all have copies in their possession already.

# DOCUMENTS TO REVIEW

If you are married, please review the documents for both you and your spouse.

- ◇ Current Will (if applicable) and any related Codicils
- ◇ Current Power(s) of Attorney
- ◇ Deeds to real estate
- ◇ Income tax returns (most recent Federal and State returns)
- ◇ Life Insurance policies
- ◇ Certificates for any securities
- ◇ Certificates, passbooks, or statements for savings and checking accounts
- ◇ Most recent account statement from your stock broker or mutual fund
- ◇ Most recent statement from your retirement plan

## DIRECTIONS

### **COMING FROM NEW JERSEY/NEW YORK ON ROUTE 80W:**

Take the Broad Street exit (#307); bear right at end of exit to stop sign. Go through stop sign across a short bridge (get into lane for left-hand turn). Take sharp left onto Ann Street; go three blocks to Eighth Street and turn right. Go two blocks to Sarah Street and turn right. Office is on the right-hand side of the street at #729

### **COMING FROM SCRANTON/WILKES-BARRE DIRECTION ON ROUTE 80E:**

Take the Park Avenue exit (#307). At end of exit, turn left and go to first traffic light (Ann Street). Turn left onto Ann Street; proceed one block to Eighth Street and turn right. Go two blocks to Sarah Street and turn right. Office is on the right-hand side of the street at #729.

METERED STREET PARKING IS AVAILABLE ON BOTH SIDES OF SARAH STREET.