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CHECKLIST FOR DESIGNING YOUR ESTATE PLAN

The following checklist will assist us in developing and designing your estate plan to meet your goals and objectives.

I. GENERAL INFORMATION

Birth Date

Your legal name: ____ ______________

Your Social Security Number: ____

Your spouse's legal name: ____ ______________

Your spouse's Social Security Number: ________________________________

Your Home address: ____

____

The County in Which you Reside: ________________________________

Your Phone Number: ____

Your E-Mail Address: ____

Please check one below:

☐ I prefer to receive periodic updates by e-mail.
☐ I prefer to receive periodic updates by regular mail.
☐ I do not want to receive periodic updates.

How did you hear about us? ______________________________________

Date: ______________________

Your children's legal names: Birth Dates:

1. ____
2. ____
3. ____ ___________________
4. ____ ___________________
5. ____ ___________________

Your grandchildren's legal names: Birth Dates:

1. ____ ___________________
2. ____ ___________________
3. ____ ___________________
4. ____ ___________________
5. ____ ___________________

	Yes	No
A. Are any of your children or grandchildren disabled or institutionalized?	☐	☐
B. Do any of your children or grandchildren receive governmental support or benefits?	☐	☐
C. Do any of your children or grandchildren have special educational, physical or medical needs?	☐	☐
D. Are any of your children or grandchildren adopted?	☐	☐
E. Do you wish to disinherit any children, grandchildren, or other relatives?	☐	☐
F. Were you or your spouse previously married?	☐	☐
G. Were there any children of that/those prior marriage(s)?	☐	☐
H. Have you and/or your spouse ever filed a gift tax return?	☐	☐
I. Did you and your spouse sign a pre-marital or post-marital agreement?	☐	☐

IF ANY OF THE ANSWERS TO QUESTIONS A-I ABOVE ARE "YES", PLEASE PROVIDE INFORMATION ON A SEPARATE SHEET OF PAPER.

II. YOUR ESTATE PLAN

1. Present Will and/or Trust. Do you have a present Will and/or Trust? If so, please send a copy with this Checklist, even if you wish to change its terms completely.

2. Specific Bequests. List on a separate sheet any specific bequests (amounts of money, jewelry, etc., which you wish to leave to particular family members or friends).

3. Executors/Trustees. List your tentative choice for Executor(s). If you know that your estate plan will call for a trust, also list your choice for Trustee(s):

Initial Executor(s)/Trustee(s): ____
First Successor(s): ____
Second Successor(s): ____

4. Guardians: If you have minor children, list your choice for guardian:

First Choice for Guardians: _______________________________________
Second Choice for Guardians: _______________________________________

(a) What happens if married Guardians become divorced?
____
____
____

(b) If one Guardian dies, does remaining Guardian act or do successors take over?

____
____

5. Providing For Your Spouse
(Disregard if you are Single)

Please choose from the alternatives below:

☐ I want my spouse to have total control over my property ("my property" means my separate property and my half of our community property), including the ability to leave my property to a new spouse.

☐ I want my spouse to have control over and access to my property (both income and principal) if needed during his/her lifetime, but I will decide where my property goes on his/her death (he or she cannot leave it to a new spouse).

6. Providing for Your Child(ren)
(Disregard if you have no children)

Please choose from the alternatives below:

☐ I want my property distributed as a lump sum to my children immediately when both I and my spouse are gone.

☐ I want my property to be retained in trust and distributed to my children in installments in the percentages and at the ages specified below:

____ % at age ______, then

____ % at age ______, and then

____ % at age ______.

☐ I do not want to treat the children equally.

☐ My own idea: ____
____
____
____

7. Providing for Others.

Please choose from the alternatives below:

☐ I want to make gifts of money or property to other individuals. (Please provide a list.)

☐ I want to make gifts of money or property to certain charities. (Please provide a list.)

8. Catastrophic Event Clause.

In the case of a catastrophic event where all of my immediate beneficiaries are deceased, I want my assets distributed as follows:

☐ To my nearest living relatives as determined under California law (i.e., parents first, siblings second, nieces and nephews third, etc.)

☐ My own idea:
____
____
____

9. Advance Health Care Directive.

In the event of my incapacity (as a result of an accident or illness), I want to name the following people to make medical decisions:

For me:	For my spouse:
1st choice: ______________________________	1st choice: ______________________________
2nd choice: ______________________________	2nd choice: ______________________________
3rd choice: ______________________________	3rd choice: ______________________________

III. FINANCIAL INFORMATION

A. Summary of Assets.

Married couples having separate and community property should use separate sheets for the community property and each spouse's separate property. If additional sheets are needed other than what is provided on the following pages, please feel free to copy any needed extras, or to contact our office for additional sheets.

	Description	Current Market Value	Liens or Mortgages	Net Value	How Title Held	Cost
	1. Home (give address)					
	______________________					
	______________________	____________	____________	____________	______________________	____________
	2. Other real estate (give address or other description)					
(a)	______________________					
	______________________	____________	____________	____________	______________________	____________
(b)	______________________					
	______________________	____________	____________	____________	______________________	____________
	3. Investment Accounts [non-IRA/401(k)’s] (give name and account number)					
(a)	______________________	____________	____________	____________	______________________	____________
(b)	______________________	____________	____________	____________	______________________	____________
(c)	______________________	____________	____________	____________	______________________	____________
(d)	______________________	____________	____________	____________	______________________	____________
(e)	______________________	____________	____________	____________	______________________	____________
	4. Bank accounts, savings and loan accounts, certificates of deposit, etc. (give name and account number)					
(a)	______________________	____________	____________	____________	______________________	____________
(b)	______________________	____________	____________	____________	______________________	____________
(c)	______________________	____________	____________	____________	______________________	____________
(d)	______________________	____________	____________	____________	______________________	____________
(e)	______________________	____________	____________	____________	______________________	____________

	Description	Current Market Value	Liens or Mortgages	Net Value	How Title Held	Cost
	5. Partnerships, closely held stock and other investments (list separately)					
(a)						
(b)						
(c)						
(d)						
	6. Promissory Notes and Deeds of Trust <u>owned</u> by you.					
(a)						
(b)						
(c)						
(d)						
	7. Cars, furniture, furnishings, jewelry and other tangible property.					
(a)						
(b)						
(c)						
	8. Valueable collections (stamps, art, etc.)					
(a)						
(b)						
(c)						

B. Summary of Retirement Plans.

Are you or your spouse a participant in any 401(k) Plan, Pension Plan, Profit Sharing Plan, Keogh Plan or Individual Retirement Account (IRA)?

☐ Yes ☐ No

If “Yes”, list:

Account Owner	Type of Plan	Value of Account	Account Beneficiary

C. Summary of Life Insurance.

If there is insurance on the life of you and your spouse, list the following information on both of you. You are the “insured” for policies on your life, and your spouse is the “insured” for policies on his or her life, etc.

See attached.

	Company & Policy #	Insured Policy Amount	Loans	Net Death Proceeds	Present Beneficiary	Present Owner
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

D. Summary of Debts.

Do not include secured loans, mortgages or trust deeds reflected in above summary of assets.

______________________________	$ ____________
______________________________	$ ____________
______________________________	$ ____________
______________________________	$ ____________
______________________________	$ ____________
TOTAL	$

E. Additional Information.

1. Are you a beneficiary or trustee under a trust? If so, please send with this Checklist a copy of the document containing the terms of the trust.

2. Please send with this Checklist: copies of the deeds or title policies (not trust deeds) and Property tax bills for each parcel of real property owned by you, or in which you have an interest.

3. Do you own any real estate in another state? [If so, please send a copy of the Deed(s).]

4. Do you live in another state part of the year?

5. If you are married, were any of the assets listed above received by you or your spouse by gift or inheritance or owned prior to your present marriage? If so, bring details to your estate planning appointment.

6. Are you (or your spouse) likely to receive an inheritance from a parent or other relative?

7. Have you (or your spouse) made gifts exceeding $10,000 (or $3,000 before 1982) to one person in any year? If so, please send with this Checklist details and copies of any gift tax returns that either of you have filed.

8. Please send with this Checklist: copies of any Wills or Trusts established by your or your spouse.

9. If you are married, have you and your spouse ever entered into an agreement regarding the ownership of your respective assets? If so, please send a copy with the Checklist.

Thank you for taking the time to complete this Checklist. We know it took a lot of time and thought. However, it will enable us to expedite the development and preparation of your estate plan and will assist us in constructing the documents necessary to implement the estate plan to meet your specifications.