

WAKEMAN LAW GROUP, INC.

Estate, Trust & Tax Attorneys

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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: _____

County in which you Reside: _____

Your Business address: _____

Preferred mailing address: Home Business

(Optional contact information – please provide us with some additional methods to contact you)

You	Your spouse
Personal Email:	Personal Email:
Work Email:	Work Email:
Work Phone:	Work Phone:
Fax:	Fax:
Cell Phone:	Cell Phone:

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.

Your children's legal names:

1. _____
2. _____
3. _____
4. _____
5. _____

Birth Dates:

- _____
- _____
- _____
- _____
- _____

Your grandchildren's legal names:

1. _____
2. _____
3. _____
4. _____
5. _____

Birth Dates:

- _____
- _____
- _____
- _____
- _____

	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 (or if Guardians are divorced), 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 or 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 are 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.

<u>Description</u>	<u>Current Market Value</u>	<u>Liens or Mortgages</u>	<u>Net Value</u>	<u>How Title Held</u>	<u>Cost</u>
1. Home (give address) _____ _____					
2. Other real estate (give address or other description) (a) _____ _____ (b) _____ _____					
3. Investment Accounts [non-IRA's/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) _____					

<u>Description</u>	<u>Current Market Value</u>	<u>Liens or Mortgages</u>	<u>Net Value</u>	<u>How Title Held</u>	<u>Cost</u>
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.					
8. Valuable collections (stamps, art, etc.)					

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:

<u>Account Owner</u>	<u>Type of Plan</u>	<u>Value of Account</u>	<u>Account Beneficiary</u>
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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.

Company & Policy #	Insured Policy Amount	Loans	Net Death Proceeds	Present Beneficiary	Present Owner

D. Summary of Debts.

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

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ <input type="text"/>

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 appointments.
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.