

ESTATE PLANNING QUESTIONNAIRE

Date: _____

A. PERSONAL AND FAMILY DATA

1. Name (Husband): _____

Name (Wife): _____

Children (Including those legally adopted):

Name/Address/Telephone	Birthday	Marital Status	Profession/ Business	Spouse's Name

Date of Birth: _____

Husband: _____

Wife: _____

Date of Marriage: _____ Place: _____

Years Maryland Residence Established: _____

Citizenship: _____ Husband _____ Wife _____

Have you ever lived in a community property state? Yes [] No []

If yes, in which state during what period. _____

2. Prior Marriages (If Applicable)

	Husband	Wife
Prior Spouse		
Children of Prior Marriage		
Name		
Address		
Date of Marriage		
Place		
Date of Dissolution		

3. Deceased Children and Their Issue:

Name of Deceased Child	Name of Child's Son\Daughter

4. Residence Address/Telephone/Fax/E-Mail:

Residence Address: County:	
Residence Telephone:	
Fax:	
E-Mail	

5. Business Address/Telephone/Fax/E-Mail:

	Husband	Wife
Business Address:		
Business Telephone:		

Fax:		
E-Mail		
Description of Business/ Profession		

6. Grandchildren:

Name of Grandchild	Name of Parent	Date of Birth

7. Living Parents:

Husband	Wife

8. Brothers and Sisters:

Husband	Wife

9. Social Security Numbers:

Husband _____
Wife: _____

10. Is either spouse a veteran? Yes [] No []

If yes, which spouse? _____
Service Number: _____

VA Number: _____

11. Any Disability? _____
 Service Connected? Yes [] No []
12. Location of Safe Deposit Box: _____
13. Who has access to the Safe Deposit Box? _____
14. Does the Husband now have a will? Yes [] No []
 Does the Wife now have a will? Yes [] No []
15. Annual Incomes:

	Husband	Wife
Salary	\$ _____	\$ _____
Other	_____	_____

B. ASSET INFORMATION

1. Does the Husband or the Wife:
- (a) Expect to inherit something from parents or others? Yes [] No []
 - (b) Expect to receive benefits from a retirement plan? Yes [] No []
 - (c) Have powers of appointment? Yes [] No []
 - (d) Expect to receive gifts from parents or others? Yes [] No []
 - (e) Have beneficial interests in trusts? Yes [] No []
 - (f) Have an interest in a Buy-Sell Agreement? Yes [] No []
2. Does the Husband or the Wife have any marriage agreements?
- Prior to marriage? Yes [] No []
 After marriage? Yes [] No []
3. Real Estate:

Location and Type	Approximate Market Value of Equity	Cost Basis	How Is Title Held?

4. Insurance:

Company and Policy Number	Death Benefit	Approximate Cash Value	Person Insured	Owner	Beneficiary

5. Cash Accounts:

Institution	Approximate Balance	In Whose Name(s)?

6. Securities:

Company	No. of Shares	Original Cost	Approximate Market Value	Date of Purchase	In whose name?

7. Personal Property (vehicles, jewelry, art, collections, other household goods):

Description	Original Cost	Fair Market Value

8. Trust Deeds, Notes, Retirement Plans, and Other Assets:

Description	Value

9. Debts:

Type and To Whom Owed	Approximate Amount

10. Important Documents to be Examined:

- Existing Wills and Trust Agreements
- Real Property Deeds
- Deeds of Trust and Notes
- Partnership and Corporate Agreements and Tax Returns
- Retirement and Deferred Compensation Agreements
- Life Insurance Policies
- Powers of Attorney
- Most Recently Filed Individual Income Tax Returns

C. WILL PROVISIONS DESIRED BY CLIENT

1. General Disposition Intentions:

A brief description of the wishes for distribution of property at death. Most married couples wish the bulk of their property to pass to their spouse outright or for his or her lifetime and then to pass to their mutual children in trust upon the death of the surviving spouse. The property would then be held in trust until the children reach the age of majority or beyond, with principal payments at specified ages.

a. Specific Bequests: _____

b. Disposition of Residue: _____

c. Ultimate Beneficiary: _____

2. Personal Representative/Executor:

It is advisable for the surviving spouse to serve as Personal Representative. If he or she does not wish to serve alone, another responsible person (possibly adult children or attorney) can normally serve with him or her.

Initial Personal Representative(s):	Relationship to Testator:
Alternate Personal Representative(s):	Relationship to Testator:

3. Trustees for Testamentary Trust (if any):

A disinterested party must be appointed as trustee in order to make discretionary decisions regarding distributions without incurring adverse tax consequences. The surviving spouse or other family member may also serve, but would have limited authority.

Initial Trustee(s):	Relationship to Testator:
Successor Trustee(s):	Relationship to Testator:

4. Guardians for Minor Children (if any):

Until minor children reach age 18, they must have a guardian appointed with respect to both their person and any property they may own individually. Usually the surviving parent is named Guardian of the property (a parent is automatically Guardian of the person). Some other person, preferably a related couple should be named in the alternative in the event neither parent survives. They can serve individually or jointly.

Successor Guardian(s):	Relationship to Testator:
Second Successor Guardian(s):	Relationship to Testator:

5. Trustee for Intervivos Trust (if any):

The grantor may serve as the initial Trustee of the Trust during his or her lifetime. (Where he or she is the shareholder of professional corporation stock which is to be transferred to the Trust, it is essential that he or she alone be the Trustee since an unlicensed professional is not legally authorized to own or hold title to such stock.) The other spouse should be named as successor Trustee to succeed to the duties of the Trustee in the event that the grantor shall predecease him or her. A disinterested successor Trustee should also be named. We suggest that this disinterested Trustee should be a close relative, a bank, or an attorney who is familiar with the affairs of the grantor.

Initial Trustee(s): Names and Addresses	Relationship to Grantor:
Successor Trustee(s): Names and Addresses	Relationship to Grantor:
Second Successor Trustee(s): Names and Addresses	Relationship to Grantor:

D. POWER OF ATTORNEY

Powers of Attorney are often used to authorize someone to act for you under certain legal conditions, especially legal incapacitation. We will recommend that you consider executing such power. Whom would you like to name as your agent (and Successor agent) under such power? There are two types of such power – a “Durable General Power of Attorney” and a “Durable Health Care Power of Attorney.” The General Power appoints an agent to act for you in connection with financial matters and to manage assets while the Health Care Power appoints an agent to make health care decisions for you in the event of incapacity. At our meeting, we will discuss with you if you would like an Advance Directive (Living Will) as a part of your Health Care Power.

1. Durable General Power of Attorney

Agent(s):	Names, Address, and Telephone Number	Relationship:
For Husband		
For Wife		

Successor Agent(s):	Names, Address, and Telephone Number (Home and Office)	Relationship:
For Husband		
For Wife		

2. Durable Health Care Power of Attorney

Agent(s):	Names, Address, and Telephone Number (Home and Office)	Relationship:
For Husband		
For Wife		

Successor Agent(s):	Names, Address, and Telephone Number (Home and Office)	Relationship:
For Husband		
For Wife		