

Estate and Tax Planning Data Form

Scheduled Date of Conference	
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Briefly, what would you like to accomplish at this conference? _____

I. FAMILY INFORMATION: Please use full names.

Husband		Wife	
Date of Birth		Date of Birth	
S.S. No.		S.S. No.	
Work Phone		Work Phone	
E-mail		E-mail	
Home Address			
Home Phone		Fax	
		US Citizen?	(H) (W)

Children								
Name								
Date of Birth								
Address								
Telephone No.								
Marital Status								
Their children	Name	DOB	Name	DOB	Name	DOB	Name	DOB
First								
Second								
Third								

FAMILY CIRCUMSTANCES: Note any special family considerations (i.e., previous marriages, special health problems of any family members; if spouse is deceased, please state date of death):

If you have any minor children state whether any such child has separate assets (such as custodial accounts), including approximate amounts and in whose name they are held:

II. INCOME AND EMPLOYMENT

	Husband	Wife
Occupation		
Salary	\$	\$
Rental Income After Expenses	\$	\$
Dividends/Interest	\$	\$
Pension	\$	\$
Social Security	\$	\$
Other Income	\$	\$
Total Annual Income	\$	\$

III. ASSETS

A. REAL ESTATE: Please (1) provide a copy of all deeds, if possible; (2) indicate whether you rent or own your residence; and (3) list additional properties on a separate sheet if extra space is required.

Location	Approximate Value	Mortgage Balance	Owners as Named On the Deed
1.	\$	\$	
2.	\$	\$	
3.	\$	\$	
4.	\$	\$	
5.	\$	\$	
TOTAL:	\$	\$	

B. BANK ACCOUNTS, CD'S, MONEY MARKET ACCOUNTS:

Type of Account Savings, Checking, CD, etc.	Approximate Balance	Name(s) on Accounts
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
TOTAL		

C. STOCKS, BONDS & OTHER INVESTMENTS: It is not necessary to list the individual stocks, bonds, etc.

Type of Assets (Stocks, Bonds, Mutual Funds, Treasury Bills, Single Premium Annuities, etc.)	Approximate Value	Name of Brokerage House or Fund	Name(s) on Securities or Brokerage Accounts
1.	\$		
2.	\$		
3.	\$		
4.	\$		
5.	\$		
6.	\$		
TOTAL	\$		

D. LIFE INSURANCE: Please bring the most recent annual policy statement if you have it.

Person Insured				
Face Value	\$	\$	\$	\$
Cash Value (Loan)	\$	\$	\$	\$
Beneficiary				
Owner of the Policy				
Type of Policy (Term or Permanent) and Name of Company				

Total Life Insurance (Face Value):

Husband		Wife	
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E. PENSION, PROFIT SHARING, IRA, KEOGH OR OTHER RETIREMENT PLANS:

Type of Plan (IRA, Keogh, Pension, TIAA, etc.)	Current Value	Participant (H or W)/Beneficiary
1.	\$	
2.	\$	
3.	\$	
4.	\$	
TOTAL		

Total Lump Sum Retirement Plan Value

Husband	\$	Wife	\$
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F. BUSINESS INTERESTS: Briefly explain any business interests owned by either (or both) of you. Please bring with you a copy of the business's last federal tax return, or Schedule C from your own return if your business is a sole proprietorship. Finally, please estimate a value for the business.

Estimated Value:

G. MISCELLANEOUS: Indicate expected inheritances; valuable personal property; promissory notes payable to you; or any other special factors which may affect your situation.

H. PRIOR GIFTS: Itemize past gifts over \$10,000/year you made to anyone individual. Please indicate whether you filed gift tax returns.

LIABILITIES

Indicate significant debts and debts guaranteed by you [excluding mortgages listed earlier], as well as lawsuits, or claims, present or anticipated.

Total Liabilities					
Husband	\$	Wife	\$	Joint	\$

V. FINANCIAL RECAP

Please list the total values from Section III, Items A through G:

	Husband	Wife	Joint
Real Estate	\$	\$	\$
Bank Assets	\$	\$	\$
Mutual Funds & Savings Bonds	\$	\$	\$
Retirement (IRAs)	\$	\$	\$
Insurance	\$	\$	\$
Business	\$	\$	\$
Miscellaneous	\$	\$	\$
Total Assets	\$	\$	\$
Total Liabilities (Including Mortgages)	\$()	\$()	\$()
Net Worth	\$	\$	\$

VI. DISPOSITION OF ASSETS

For purposes of our evaluation of your estates, and our recommendations for the structure of your estate plan, it is important for us to know your wishes in a general way with regard to the disposition of your property; e.g., the desired shares for your children, or other relatives, friends, charity, etc.

VII. FIDUCIARIES

Most estate plan documents involve the appointment of a "fiduciary." That is to say, a person who occupies a position of trust, and who must carry out certain duties. In Wills, spouses typically serve as the Executor for each other. Spouses and/or one or more children also often serve in a "durable power of attorney" (in which an attorney-in-fact and a guardian are appointed) and in a "health care proxy" (in which a health care agent is appointed). If your plan involves revocable trusts, in many instances, either or both of you can be the initial trustee(s) of your respective trusts and you appoint a successor trustee. Please think about whom you would choose to serve as a successor fiduciary in case the first person chosen is unable to serve. Please indicate below the person(s) or professional(s) you might so choose.

Name	Address and Telephone Number	Relationship

VIII. YOUR PROFESSIONAL ADVISORS

	Name	Firm	Telephone
Accountant			
Attorney			
Insurance Advisor			
Financial Planner			
Stockbroker			

IX. SAFE DEPOSIT - Location and persons having access:

X. ADDITIONAL COMMENTS OR QUESTIONS:
