



PHILLIPS ESTATE LAW
trusted guidance

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CONFIDENTIAL
ESTATE PLANNING INFORMATION

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Referred By: _____

Personal Information _____

	<u>Husband</u>	<u>Wife</u>
Full Name	_____	_____
Birthdate	_____	_____
Citizenship	_____	_____
Home Address	_____	_____
	_____	_____
Cell Phone	_____	_____
Home Phone	_____	_____
Employer	_____	_____
E-mail Address	_____	_____
Dependents (other than children)	_____	_____

Updates _____

The laws surrounding your estate planning can change without warning. In order to help keep our clients informed about the shifting legal landscape and how it might affect their planning, we publish a monthly blog. Would you like us to email you when we post a new article?

Yes No

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Children

<i>Full Name</i>	<i>Birthdate</i>	<i>Child of only Husband (H) or Wife (W)</i>	<i>Married (Y/N)</i>	<i>No. of Children</i>

General Information

	<u>Husband</u>	<u>Wife</u>
Have you ever filed a gift tax return?	_____	_____
Do you own property outside the State of Washington?	_____	_____
If so, where and what kind?	_____	_____
Have you ever executed a Community Property Agreement?	_____	_____
Have you ever executed a Prenuptial or Postnuptial Agreement?	_____	_____

Life Insurance

	<u>Husband</u>	<u>Wife</u>
Number of policies:	_____	_____
Total face amount:	_____	_____
Approx. present cash value:	_____	_____
Owner(s):	_____	_____
Primary beneficiary(ies):	_____	_____
Contingent beneficiary(ies):	_____	_____

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Retirement Benefits

	<u>Husband</u>	<u>Wife</u>
Employer Plans		
Type (401(k), profit sharing, ESOP, etc.)	_____	_____
Approximate balance(s):	_____	_____
Primary beneficiary(ies):	_____	_____
Contingent beneficiary(ies):	_____	_____
IRA		
Approximate balance(s):	_____	_____
Primary beneficiary(ies):	_____	_____
Contingent beneficiary(ies):	_____	_____

Advisors (name, contact info)

Investments: _____

Accountant: _____

Insurance: _____

Last Will and Testament

Fiduciaries (Personal Representative, Trustee and Guardian)

1. **Personal Representative:** The Personal Representative is the individual(s) or entity (*i.e.*, bank) designated to identify and collect assets of your estate, pay claims, expenses and obligations of the estate, settle the tax liability and distribute the estate assets as provided in your Will. Spouses will often serve for each other, and another individual(s) or entity will serve as successor.

	<u>Husband</u>	<u>Wife</u>
Name of individual(s) or entity to serve as Personal Representative (PR) and as	(PR) _____	_____
Successor Personal Representative (SPR):	(SPR) _____	_____

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2. Trustee: The Trustee is the individual(s) or entity designated to hold, manage and distribute assets placed in any trust(s) established under your Will. A trust, if any, would typically be established for your spouse or your children.

	<u>Husband</u>	<u>Wife</u>
Trust for Spouse: Name of individual(s) or entity to serve as Trustee (TR) and as	(TR) _____	_____
Successor Trustee (STR) of any trusts to be established for your <i>spouse</i> :	(STR) _____	_____
Trust for Children: Name of individual(s) or entity to serve as Trustee (TR) and as	(TR) _____	_____
Successor Trustee (STR) of any trusts to be established for your <i>children</i> :	(STR) _____	_____

3. Guardian: The Guardian is the individual(s) who will take custody of your minor children (*i.e.*, children under age 18), when there is no surviving parent. The Guardian's role generally is parental in nature, rather than financial. The Guardian and Trustee will coordinate with each other and can be the same person.

	<u>Husband</u>	<u>Wife</u>
Name of individual(s) to serve as Guardian (G) or Successor Guardian (SG):	(G) _____ (SG) _____	_____ _____

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Dispositive Provisions

1. Provisions for Spouse: It is sometimes advisable to establish a trust in your Will to hold your estate for the benefit of your spouse upon the death of the first of you to die. Such a trust allows you to provide for your spouse while controlling the ultimate distribution of your estate upon the death of the second of you to die. Putting tax considerations aside, would you prefer to have property pass to the survivor of you free and clear, or in trust?

2. Provisions for Children: It is often advisable to establish a trust in your Will to hold your estate for the benefit of your children upon the death of both of you. The provisions of the trust generally allow the Trustee to make payments for the health, support, maintenance and education of the children. At some point, however, a child's share is usually distributed to him or her outright, and the trust terminates. The termination should be at the age of ages at which the child can be expected to manage the funds independently. For example, one-half of a child's share could be distributed to the child at age 30 with the balance distributed at age 35. If you think that the use of a trust for the children is advisable, at what age or ages should the trust distributes your children their shares?

3. Provisions for Other Intended Beneficiaries: Even if your spouse and/or children survive you, do you want to provide for individuals or entities (*i.e.*, charities) other than your descendants? If yes, please explain:

4. Provisions for Contingent Beneficiaries: If neither your spouse nor any of your descendants (*i.e.*, children, grandchildren, etc.) survives until the complete distribution of your estate, please name the individuals, or perhaps charitable organizations, to whom you would like to distribute your estate?

5. Special Concerns: Are there additional concerns or beneficiaries that have not been disclosed above?

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Other Documents

Financial Durable Power of Attorney

The Financial Durable Power of Attorney allows you to appoint an individual(s) (*i.e.*, "the attorney-in-fact") to make decisions and take actions regarding your property in the event you are incapacitated. The Financial Durable Power of Attorney is designed to preclude the need for a guardianship proceeding in the event of incapacity and becomes effective immediately, or upon your disability or incompetence, as you determine appropriate.

	<u>Husband</u>	<u>Wife</u>
Name of individual to serve as attorney-in-fact (AIF) and	(AIF) _____	_____
Successor attorney-in-fact (SAIF):	(SAIF) _____	_____

Is there anyone who you think might challenge your selection of attorney-in-fact? If yes, please explain:

Personal and Health Care Durable Power of Attorney

The Personal and Health Care Durable Power of Attorney allows the attorney-in-fact to make decisions regarding the medical treatment and non-treatment of the principal.

	<u>Husband</u>	<u>Wife</u>
Name of individual to serve as attorney-in-fact (AIF) and	(AIF) _____	_____
Successor attorney-in-fact (SAIF):	(SAIF) _____	_____

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Health Care Directive

The Health Care Directive is a statutory form designed to provide for the termination of artificial life support systems if you are diagnosed to be in a "terminal condition" or in a "permanent unconscious condition." Would you be interested in executing such a document?

Husband

Wife

Yes _____ / No _____

Yes _____ / No _____

Anatomical Gift Statement

The Anatomical Gift Statement is a form that allows you to select which organs, if any, you would like to donate, to whom you would like to donate them, and select the manner of the disposal of your remains. Would you be interested in executing such a document?

Husband

Wife

Yes _____ / No _____

Yes _____ / No _____

Existing Documents

Please provide us with copies of any existing estate planning documents, including Last Will and Testaments, Trust Agreements, Buy/Sell Agreements, Gift Tax Returns, Powers of Attorney, Living Wills, etc.

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Assets and Liabilities

Assets	Estimated Current Value
Cash (checking and savings accounts)	
Short-term investments (treasury bills, certificates of deposit, etc.)	
Publicly traded securities and bonds	
Closely held securities*	
Residence	
Vacation home	
Other real estate	
Partnerships*	
Accounts receivable	
Cash value of life insurance†	
Retirement benefits (total amount of Employer Plans and IRAs from page 4)	
Furnishings (including art work and antiques)**	
Automobiles**	
Boats**	
Other	
TOTAL ASSETS:	\$
Liabilities	Estimated Current Amount
Mortgage(s)	
Guarantees	
Loans, notes, etc.	
Other Obligations	
TOTAL LIABILITIES:	\$
ASSETS - LIABILITIES = NET WORTH	\$

*If controlling interest is owned in closely-held corporation or partnership, give details

**Valued at fair market value (as opposed to replacement cost)

†Please list the current cash value of the policy, as opposed to its death benefit