

KLOSEK & ASSOCIATES

ATTORNEYS-AT-LAW • ESTATE PLANNING

Estate Planning Questionnaire

Our future discussions in connection with your estate planning will focus upon certain personal and financial information. It is essential that you disclose fully and accurately all personal and financial information that is relative to your estate planning. Please provide the following information as completely as possible.

I. Personal Information

- A. (1) Name _____
- (2) Birth Date _____ Social Security Number _____
- (3) Employer _____ Occupation _____
- (4) Work Address _____
- (5) Work Email _____ Work Phone _____
- (6) Personal Email _____ Mobile _____
- (7) Citizenship: U.S.A. _____ Other (specify) _____

B. Spouse (if applicable)

- (1) Name _____
- (2) Birth Date _____ Social Security Number _____
- (3) Employer _____ Occupation _____
- (4) Work Address _____
- (5) Work Email _____ Work Phone _____
- (6) Personal Email _____ Mobile _____
- (7) Citizenship: U.S.A. _____ Other (specify) _____

- C. Home Address _____
- Home Phone _____

- D. States Resided in Other than Texas _____ Dates of Residence) _____
- _____
- _____

H. Should grandchildren adopted in the future be considered in the same manner as natural born grandchildren and, if so, do you wish to limit at what age they were adopted?

(1) Adopted grandchildren included Yes _____ No _____

(2) At age Unlimited _____ 18 _____ Other _____

I. Financial Advisors (if any). Please list name of firm and available contact information.

(1) Principal Bank _____

(2) Trust Officer _____

(3) Accountant _____

(4) Insurance Advisor _____

(5) Broker or Investment Advisor _____

(6) Certified Financial Planner _____

J. Safe Deposit Box

(1) Location _____

(2) Persons with Access _____

K. Other Personal Information (or family characteristics you feel should be mentioned)

II. Financial Information

If you have a personal financial statement that represents your present financial situation, please provide me with a copy. If not, please summarize your financial position as set forth below and answer the following questions. (This information will be held in strict confidence.)

- A. Do you own any assets in the form of "pay on death," "in trust for" or joint tenancy with right of survivorship?

Yes _____ No _____

If yes, please list and specify how assets are held.

- B. If you are married, do you own any assets that you consider to be your separate property?

Yes _____ No _____

- C. Assets (If married, please specify with an "S" or a "C" whether separate or community property and give approximate value and cost basis.)

(1) Real Estate. Please list on attachment (i) type (home, ranch, investment tract, etc.), (ii) location (city or county, and state), (iii) approximate current market value, and (iv) approximate date of purchase.

(2) Stocks and Bonds. Please list on attachment (i) listed securities, (ii) mutual funds, (iii) bonds, and (iv) closely-held stock.

- (i) Do you own any stock in a corporation that is characterized as an "S" corporation?

Yes _____ No _____

- (ii) Is any stock you own subject to a buy-sell or other agreement or restricted in any way?

Yes _____ No _____

If yes, please describe on attachment and if subject to a buy-sell or other agreement, please attach.

(3) Partnership Interests. Please list on attachment (i) general partnership interests and (ii) limited partnership interests. Give addresses (if possible) for general partner.

- (4) Notes and Cash. Please provide on attachment an approximation of the total average amount that is on deposit in any type of bank accounts and any notes that are payable to you.
- (5) Employee Benefits. Provide on attachment an approximate value and a general description of any employee benefit plan (qualified pension; profit-sharing; group term life insurance; incentive stock options), and the current beneficiary designation of each.
- (6) Personal and Household Effects

Place an approximate or representative value (sale, not replacement) or range of values upon household goods, jewelry, silver, automobiles, and other personal effects. Values may be listed by category or taken all together. Please list (either by category or individually) any items of significant value that you might wish to leave to someone by specific mention in your will:

<u>Item</u>	<u>Value</u>	<u>Beneficiary</u>

- (7) Life Insurance. Please indicate on attachment the face value of life insurance (including employee policies) and any loans outstanding against such policies, the type of policy (term, universal, whole, etc.), the owner of the policy and the designated beneficiary.
- (8) Special Collections of more than nominal value (coins, stamps, gems, art, guns, etc.)

- (9) Are any of the above assets held in an IRA? If yes, please list on attachment.
 Yes _____ No _____

D. Guarantees

Have you guaranteed any outstanding loans for any person or corporation?

Yes _____ No _____

If so, explain

E. Inherited Wealth or Expectancies

Do not list items already owned outright and that are included among assets listed above. Provide approximate or representative values where possible.

(1) Interest in presently existing estate or trust _____

(2) Expected inheritance _____

(3) Powers of Appointment _____

F. Approximate Annual Income

(1) Salaries, Fees, Commissions _____

(2) Interest _____

(3) Dividends _____

(4) Pension and Annuity _____

(5) Rent and Royalty _____

(6) Trust Income _____

G. Debts, Mortgages, Liens. Please list on attachment.

III. Gifts Made During Life

A. Total value of gifts made (except those as to which a gift tax return was not required).

B. Trusts Created _____

C. Gift Tax Returns Filed (Years) _____

IV. Estate Planning Objectives

A. Where would you want your property to go (without regard to the impact of any estate and inheritance taxes and other than any special items listed under Section E above)?

B. Whom would you want as executor (administer estate, distribute assets, transfer title, etc.)?

(1) _____

(2) _____

(3) _____

C. Whom would you want as trustee, if any (administer trust, invest and manage assets, make distributions, etc.)?

(1) _____

(2) _____

(3) _____

D. Should your trustee have the power to override your selection of successor trustees and select a different successor?

Yes _____ No _____

E. If you are married and you and your spouse die leaving minor children, who would you want to be their guardian?

(1) _____

(2) _____

(3) _____

V. Documents to Provide

- A. Existing Wills
- B. Existing Powers of Attorney
- C. Existing Trust Instruments
- D. Prenuptial or Postnuptial Agreements
- E. Divorce Decree/Settlement Agreement
- F. Insurance/Retirement Plans - Designation of Beneficiary
- G. Buy-Sell or other Stock Transfer Restriction Agreements
- H. Partnership Agreements
- I. Prior filed Gift Tax Returns