

# KLOSEK & ASSOCIATES

ATTORNEYS-AT-LAW • ESTATE PLANNING

## Estate Planning Questionnaire for Individuals

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 \_\_\_\_\_
- (1) Birth Date \_\_\_\_\_ Social Security Number \_\_\_\_\_
- (2) Employer \_\_\_\_\_ Occupation \_\_\_\_\_
- (3) Work Address \_\_\_\_\_
- (4) Work Email \_\_\_\_\_ Work Phone \_\_\_\_\_
- (5) Personal Email \_\_\_\_\_ Mobile \_\_\_\_\_
- (6) Citizenship: U.S.A. \_\_\_\_\_ Other (specify) \_\_\_\_\_
- B. Home Address \_\_\_\_\_
- Home Phone \_\_\_\_\_
- C. States Resided in Other than Texas \_\_\_\_\_ Dates of Residence) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- D. Prior Marriage(s) (if any) \_\_\_\_\_
- (1) How terminated \_\_\_\_\_
- (2) When terminated \_\_\_\_\_
- (3) Where terminated \_\_\_\_\_
- (4) Financial responsibilities \_\_\_\_\_

(If there are continuing financial responsibilities, your attorney will probably want to review the divorce decree or other pertinent documents.)



G. 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 \_\_\_\_\_

H. Safe Deposit Box

(1) Location \_\_\_\_\_

(2) Persons with Access \_\_\_\_\_

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

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## 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.

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B. Assets

- (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:

<b>Item</b>	<b>Value</b>	<b>Beneficiary</b>
_____		
_____		
_____		
_____		
_____		

(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 \_\_\_\_\_

C. Guarantees

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

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, explain

\_\_\_\_\_

D. 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 \_\_\_\_\_

E. Approximate Annual Income

(1) Salaries, Fees, Commissions \_\_\_\_\_

(2) Interest \_\_\_\_\_

(3) Dividends \_\_\_\_\_

(4) Pension and Annuity \_\_\_\_\_

(5) Rent and Royalty \_\_\_\_\_

(6) Trust Income \_\_\_\_\_

F. 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 Article II, Section B-6 above)?

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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 have children and you and the other parent of the children 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