

*Estate Planning & Asset Protection
Probate and Trust Administration
Elder Law – Special Needs
Long-Term Care Planning – Medicaid
Veterans Benefits – Aid & Attendance
International Tax*

ESTATE PLANNING

QUESTIONNAIRE FOR A COUPLE

USING THIS ORGANIZER WILL ASSIST US IN DESIGNING AN ESTATE PLAN THAT MEETS YOUR GOALS.

ALL INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL.

IF POSSIBLE, PLEASE RETURN THE COMPLETED WORKSHEET TO OUR OFFICE PRIOR TO YOUR APPOINTMENT VIA MAIL, FAX OR E-MAIL.

Personal Information:

Husband:

Name: _____

Home phone: _____

Cell phone: _____

Work phone: _____

Can we call you at work? Yes No

Email address: _____

Can we email documents? Yes No

Date of Birth: _____

Place of Birth: _____

Are you a US Citizen? Yes No

Prior marriage: Yes No

Name of former spouse: _____

Please provide a copy of the divorce agreement and order

Pre-nuptial or post-nuptial agreement: Yes No

Please provide a copy of the agreement.

Are you a veteran? Yes No

Wife:

Name: _____

Home phone: _____

Cell phone: _____

Work phone: _____

Can we call you at work? Yes No

Email address: _____

Can we email documents? Yes No

Date of Birth: _____

Place of Birth: _____

Are you a US Citizen? Yes No

Prior marriages: Yes No

Name of former spouse: _____

Please provide a copy of the divorce agreement and order

Pre-nuptial or post-nuptial agreement: Yes No

Please provide a copy of the agreement.

Are you a veteran? Yes No

Home Address: _____ Apt.: _____

City: _____ County: _____ State: _____ Zip: _____

Family Information

Children names [and date of birth for minors]:

YOUR CONCERNS

Please rate the following as to how important they are to you:

(H high concern, S some concerned, L low concern, N/A no concern or not applicable)

Description	Level of Concern	
	Husband	Wife
Desire to get affairs in order and create a comprehensive plan to manage affairs in case of death or disability.		
Providing for and protecting a spouse.		
Providing for and protecting children.		
Providing for and protecting grandchildren.		
Disinheriting a family member.		
Providing for charities at the time of death.		
Plan for the transfer and survival of a family business.		
Avoiding or reducing your estate taxes.		
Avoiding probate.		
Reduce administration costs at time of your death.		
Avoiding a conservatorship (“living probate”) in case of a disability.		
Avoiding will contest or other disputes upon death.		
Protecting assets from lawsuits or creditors.		
Preserving the privacy of affairs in case of disability or at time of death from business competitors, predators, dishonest persons and curiosity seekers.		
Plan for a child with disabilities or special needs, such as medical or learning disabilities.		
Protecting children’s inheritance from the possibility of failed marriages.		
Protect children’s inheritance in the event of a surviving spouse’s remarriage.		
Provide that your death shall not be unnecessarily prolonged by artificial means or measures.		

Other Concerns (Please list below):

IMPORTANT FAMILY QUESTIONS

(Please check "Yes" or "No" for your answer)	Yes	No
Are you (or your spouse) receiving Social Security, disability, or other governmental benefits? Describe _____		
Are you (or your spouse) making payments pursuant to a divorce or property settlement order? Please furnish a copy.		
If married have you and your spouse signed a pre- or post-marriage contract? Please furnish a copy.		
Have you (or your spouse) been widowed? If a federal estate tax return or a state death tax return was filed, please furnish a copy.		
Have you (or your spouse) ever filed federal or state gift tax returns? Please furnish copies of these returns.		
Have (you or your spouse) completed a previous will, trust, or estate plan? Please furnish copies of these documents.		
Do you support any charitable organizations now that you wish to make provisions for at the time of your death? If so, please explain below.		
Are there any other charitable organizations you wish to make provisions for at the time of your death? If so, please explain below.		
If married, have you lived in any of the following states while married to each other? Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, or Wisconsin		
Are you (or your spouse) currently the beneficiary of anyone else's trust? If so, please explain below.		
Do any of your children have special educational, medical, or physical needs?		
Do any of your children receive governmental support or benefits?		
Do you provide primary or other major financial support to adult children or others?		

ADDITIONAL RELEVANT INFORMATION

Executor – Personal Representative of your Will:

1. **WIFE:** Spouse is 1st primary Executor? Yes No

1) **Primary Executor(s):**

Name: _____
Relationship: _____
Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

3) **Successor Executor(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

2) **Successor Executor(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

4) **Successor Executor(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

- * If appointing co-executors: Co-executors must act together? or Co-executors may act separately?

2. **HUSBAND:** Are they the same as Wife? Yes (skip to Select Option) No (fill in your selection(s) below)

Spouse is 1st primary Executor? Yes No

1) **Primary Executor(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

3) **Successor Executor(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

2) **Successor Executor(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

4) **Successor Executor(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

- * If appointing co-executors: Co-executors must act together? or Co-executors may act separately?

Trustees for your Revocable Trust or for other Trusts:

Is this a Restated Amendment: Yes No

If yes, name & date of Trust: _____

Are they the same as your Executor(s)? Yes (skip to Your Wishes) / No (fill in your selection(s) below)

1) Primary Trustee(s):

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

3) Successor Trustee(s):

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

2) Successor Trustee(s):

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

4) Successor Trustee(s):

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

* If appointing co-Trustees: Co-Trustees must act together? or Co-Trustees may act separately?

PLEASE ANSWER THE FOLLOWING QUESTIONS:

3. Will there be an initial co-Trustee to act immediately with you? Yes No

If yes, name and relationship: _____

4. Would you like to designate a Trust Advisor /Protector? Yes No

If yes, please provide their name: _____

5. Shall beneficiaries have the right to remove a Trustee & appoint a corporate Trustee? Yes No

6. Can a Trustee other than Settlor make gifts during the Settlor's lifetime? Yes No

Guardians for Minor Children:

Name & Relationship of first guardian(s): _____

In case of co-guardians:

- *If one of the guardians dies or is unable to serve, does the other serve alone?* Yes No
- *If they are married and divorced: Who should serve?* _____

Name & Relationship of first guardian(s): _____

In case of co-guardians:

- *If one of the guardians dies or is unable to serve, does the other serve alone?* Yes No
- *If they are married and divorced: Who should serve?* _____

Name & Relationship of first guardian(s): _____

In case of co-guardians:

- *If one of the guardians dies or is unable to serve, does the other serve alone?* Yes No
- *If they are married and divorced: Who should serve?* _____

Specific instructions:

Trustees for Minor Children:

Name & Relationship of first trustee(s): _____

In case of co-trustees:

- *If one of the trustees dies or is unable to serve, does the other serve alone?* Yes No
- *If they are married and divorced: Who should serve?* _____

Name & Relationship of first trustee(s): _____

In case of co-trustees:

- *If one of the trustees dies or is unable to serve, does the other serve alone?* Yes No
- *If they are married and divorced: Who should serve?* _____

Name & Relationship of first trustee(s): _____

In case of co-trustees:

- *If one of the trustees dies or is unable to serve, does the other serve alone?* Yes No
- *If they are married and divorced: Who should serve?* _____

Specific instructions:

Children Trust Specific Instructions:

This will be completed during the Initial Assessment

- One Trust** until the youngest reaches the age of _____, then the trust is to be distributed:
 - Outright in separate shares to each child
 - Held in separate trust for each child
 - To be distributed at the age of _____
 - To be distributed 1/3 at the age of _____, then the remaining 1/2 at the age of _____, then the balance at the age of _____
 - To be held in trust for the life of the child
 - Total power of appointment to bequest the balance of the trust
 - Limited power of appointment to only the descendant of the child
 - Limited power of appointment to the descendant and spouse of the child
 - Limited power of appointment to the descendant and only life estate for the spouse of the child
 - Special Needs Trust for _____
- Separate trusts** from the beginning
 - To be distributed at the age of _____
 - To be distributed 1/3 at the age of _____, then the remaining 1/2 at the age of _____, then the balance at the age of _____
 - To be held in trust for the life of the child
 - Total power of appointment to bequest the balance of the trust
 - Limited power of appointment to only the descendant of the child
 - Limited power of appointment to the descendant and spouse of the child
 - Limited power of appointment to the descendant and only life estate for the spouse of the child
 - Special Needs Trust for _____

Specific instructions:

Power of Attorney (Financial Power):

1. **WIFE:** Are they the same as Executors? Yes (skip to Select Option) / No (fill in your selection(s) below)
Spouse is 1st primary Agent? Yes No

1) **Primary Agent(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

2) **Alternate Agent(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

- * If appointing co-Agents: Co-Agents must act together? or Co-Agents may act separately?

SELECT ONE OF THE THREE FOLLOWING OPTIONS:

- Immediate power: effective upon signing
- Springing power: effective only upon medical certification
- Combination power: effective upon signing for the primary agent, but only upon medical certification for any alternates

2. **HUSBAND:** Are they the same as Executors? Yes (skip to Select Option) / No (fill in your selection(s) below)
Spouse is 1st primary Agent? Yes No

1) **Primary Agent(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

2) **Alternate Agent(s):**

Name: _____

Relationship: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

SELECT ONE OF THE THREE FOLLOWING OPTIONS:

- Immediate power: effective upon signing
- Springing power: effective only upon medical certification
- Combination power: effective upon signing for the primary agent, but only upon medical certification for any alternates

Specific instructions:

Advance Medical Directive (Medical Power):

- 1. WIFE:** Are they the same as Executors? Yes (skip to Select Option) / No (fill in your selection(s) below)
Spouse is 1st primary Agent? Yes No

1) Primary Agent(s):

Name: _____
Relationship: _____
Address: _____

Home Phone: _____
Cell Phone: _____
Email: _____

2) Alternate Agent(s):

Name: _____
Relationship: _____
Address: _____

Home Phone: _____
Cell Phone: _____
Email: _____

- * If appointing co-Agents: Co-Agents must act together? or Co-Agents may act separately?

YOUR WISHES: FOR EACH QUESTION, SELECT ONE OPTION:

- Living Will:
 - You want your Living Will to supersede the power of your agent.
 - You want the power of your agent to supersede your Living Will.
- If you are pregnant:
 - The viability of the baby shall be a priority. Your agent shall only consent to the removal of life-prolonging procedures, if the viability of the baby is very poor.
 - The viability of the baby shall not be a priority. Your agent shall make a healthcare decision for you.

PLEASE ANSWER YES OR NO:

- Do you want organ donation instructions? Yes No
- Do you want funeral instructions? Yes No

- 2. HUSBAND:** Are they the same as Executors? Yes (skip to Select Option) / No (fill in your selection(s) below)
Spouse is 1st primary Agent? Yes No

1) Primary Agent(s):

Name: _____
Relationship: _____
Address: _____

Home Phone: _____
Cell Phone: _____
Email: _____

2) Alternate Agent(s):

Name: _____
Relationship: _____
Address: _____

Home Phone: _____
Cell Phone: _____
Email: _____

- * If appointing co-Agents: Co-Agents must act together? or Co-Agents may act separately?

YOUR WISHES: FOR EACH QUESTION, SELECT ONE OPTION:

- Living Will:
 - You want your Living Will to supersede the power of your agent.
 - You want the power of your agent to supersede your Living Will.

PLEASE ANSWER YES OR NO:

- Do you want organ donation instructions? Yes No
- Do you want funeral instructions? Yes No

HIPAA Release:

Any additional individuals you would like to have access to your medical records?

WIFE: _____

HUSBAND: _____

Distribution Options *(This can be completed during the initial assessment):*

SELECT AN OPTION(S) FOR EACH CATEGORY:

1. **Tangible Personal Property:**

(Any personal property remaining after specifically designated items or if there are no specifically designated items)

Spouse Children Residue of Estate Other: _____

2. **Special Bequests:**

(Specific distributions paragraphs for specific gifts to a specified individual or organization)

Specific Sum or percentage of Estate/Trust Assets. \$ _____ or _____ %
Individual(s) or organization & relationship(s): _____

Specific parcel of real property. Address: _____
Property Description: _____
Individual(s) or organization & relationship(s): _____

Specific Asset (other than real property): Description: _____
Individual(s) or organization & relationship(s): _____

Other: _____

* If a beneficiary above is deceased:

- To their children (*per stirpes*)? Equally among the other named beneficiaries (*pro rata*)?
 Residue of Estate/ Trust Assets? Other? _____

3. **Residue of Estate/Trust Assets (Main Beneficiaries):**

(After any special bequests, this is how the rest, remainder and residue of Assets shall be distributed)

- In equal shares to my children. (Either outright or in a Trust)
 Outright to a single beneficiary. Name & Relationship: _____
 In equal shares to named beneficiaries. Individual(s) or organization & relationship(s): _____

To my "Heirs at Law" (*Estate goes to heirs pursuant to the provisions under Virginia law*)

* If a beneficiary above is deceased:

- To their children (*per stirpes*)? Equally among the other named beneficiaries (*pro rata*)?
 Residue of Estate/ Trust Assets? Other? _____

4. Contingent Beneficiaries:

(If all of the main beneficiaries mentioned above pre-decease you)

Outright to a single beneficiary/organization. Name & Relationship: _____

In equal shares to named beneficiaries. Individual(s) or organization & relationship(s): _____

To my "Heirs at Law" (*Estate goes to heirs pursuant to the provisions under Virginia law*)

5. Other Specific Requests, Options or Information to add to your Will or Trust:

Digital Assets: (*social networking sites*)

Do you want to allow your Executor/Personal Representative to have complete access to your digital assets, or would you like to limit access? Complete Access Limit Access Other

If you chose limit access or other, how? Please explain: _____

Pets:

Any particular instructions?

DESIGN OF MARITAL SHARE *(completed during the Initial Assessment):*

- OUTRIGHT:** We want to leave property outright to the surviving spouse. We recognize that this offers no protection from creditors or predators. Allows surviving spouse to leave property to whomever he or she wants. Also allows a new spouse to possibly make claim on property in case of death or divorce
- GENERAL APPOINTMENT TRUST:** All income and principal are available to the surviving spouse upon demand. The surviving spouse is free to do as he or she pleases. This would include the ability to remove all property in the Marital Share from the trust.
- ALL INCOME – PRINCIPAL FOR NEEDS:** All income is distributed to surviving spouse; principal is available for his or her needs (health, education and maintenance).
- ONLY INCOME:** Only income is distributed to surviving spouse. Principal is not available to the surviving spouse.

DESIGN OF FAMILY SHARE *(completed during the Initial Assessment):*

- ALL INCOME – PRINCIPAL FOR NEEDS:** All income is distributed to surviving spouse; principal is available for needs (health, education and maintenance).

Are descendants permissible beneficiaries of principal? _____

- INCOME AND PRINCIPAL FOR NEEDS:** All income and principal is available for needs. Income may be accumulated and not distributed.

Are descendants permissible beneficiaries of income and/or principal? _____

- ONLY INCOME:** Only income is distributed to surviving spouse. Principal is not available to the surviving spouse.

WHO IS RESPONSIBLE FOR DETERMINING LIFETIME DISTRIBUTIONS: Is surviving spouse the sole trustee with a right to appoint co-trustee (surviving spouse then determines the management and distributions for his or her needs)? Do you wish to name someone to be the co-trustee with the surviving spouse? _____

Assets:

Please complete the listing of your assets with a gross estimate of their value under Husband, Wife, and/or Joint. It will help tailor the discussion on tax issues.

Assets	Husband	Wife	Joint
Real Estate	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Checking Accounts	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Savings Accounts	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Investment Assets- Non Retirement (Stocks, Bonds, CD's, Mutual Funds, Brokerage Accounts)	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Retirement Assets (IRA, 401(k), 403(b), Deferred Annuities, Thrift Savings)	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Life Insurance	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Business Interest	\$	\$	\$
Other	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$
Liabilities:	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Net Total	\$	\$	\$