

**CHECK LIST OF INFORMATION NEEDED FOR ESTATE PLANNING**

ESTATE PLANNING MEMORANDUM

To: Margaret K. Herring, Esq. Date of Appointment: \_\_\_\_\_

From: \_\_\_\_\_ Time of Appointment: \_\_\_\_\_

Date: \_\_\_\_\_

I. FAMILY INFORMATION

A. Husband's Full Legal Name: \_\_\_\_\_

B. Husband's Social Security Number: \_\_\_\_\_

C. Husband's Date of Birth: \_\_\_\_\_

D. Wife's Full Legal Name: \_\_\_\_\_

E. Wife's Social Security Number: \_\_\_\_\_

F. Wife's Date of Birth: \_\_\_\_\_

G. Residence Address: \_\_\_\_\_

H. Date and Place of Marriage: \_\_\_\_\_

I. Net Worth at Marriage: \_\_\_\_\_

J. Residence(s) since marriage  
(List States and Countries only): \_\_\_\_\_  
\_\_\_\_\_

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- K. Names, Ages, and Citizenship of Children: \_\_\_\_\_  
(Include date(s) of birth if minor(s)) \_\_\_\_\_  
\_\_\_\_\_
- L. Prior Marriages: \_\_\_\_\_
- M. Children of Prior Marriages: \_\_\_\_\_
- N. Children of Deceased Children: \_\_\_\_\_  
\_\_\_\_\_
- O. Other Prospective Beneficiaries: \_\_\_\_\_

II. FINANCIAL INFORMATION

Indicate whether community, joint tenancy, separate property, or unknown. If the property is separate property, indicate whose, with H or W for Husband or Wife.

- A. Real Estate: (List street addresses; legal descriptions; dates acquired; approximate present market value; encumbrances; manner of holding title):  
\_\_\_\_\_  
\_\_\_\_\_
- B. Securities: (List company names; number of shares; types of stocks or bonds; approximate present value; manner of holding title):  
\_\_\_\_\_  
\_\_\_\_\_
- C. Insurance (List company name; face value; name of insured; beneficiaries):  
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\_\_\_\_\_

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D. Pension and Retirement Benefits, IRA's (List name and address of company; nature of benefits; beneficiary designation):

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E. Valuable Personal Property (Jewelry; furniture; coin collection; antiques, etc.):

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F. Business Interests (I.e., general or limited partnerships; sole proprietorships, etc.):

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G. Other Assets (I.e., beneficial interests in trusts; powers of appointment; expected inheritances; annuities; promissory notes; copyrights; patents, mineral rights, etc.):

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H. Outstanding debts and liabilities:

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III. OUTLINE OF TESTAMENTARY PLAN

A. Husband's First and Second Choice of Executor (name and addresses):

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B. Serve with Bond (Yes or No):

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C. Wife's First and Second Choice of Executor (name and addresses):

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D. Serve with Bond (Yes or No): \_\_\_\_\_

E. Name and Address of Guardian(s) of Minor Children:  
\_\_\_\_\_  
\_\_\_\_\_

F. Serve with Bond (Yes or No): \_\_\_\_\_

G. Specific Gifts in Will (List name and Relationship):

1. Personal Property: \_\_\_\_\_  
\_\_\_\_\_
2. Real Property: \_\_\_\_\_  
\_\_\_\_\_
3. Other Gifts: \_\_\_\_\_  
\_\_\_\_\_

H. Disposition of Residue ("left over" assets): \_\_\_\_\_

I. Any Special Problems or Beneficiaries with Special Needs:  
\_\_\_\_\_  
\_\_\_\_\_

IV. TRUST (IF DESIRED)

A. Original Trustee(s): \_\_\_\_\_

B. First and Second Successor Trustee: \_\_\_\_\_

C. Trustee Serve with Bond? \_\_\_\_\_

D. Assets to be Placed in Trust (List Generally): \_\_\_\_\_

E. Distribution(s) Upon Death of Surviving Spouse? \_\_\_\_\_

V. HEALTH CARE DIRECTIVE

- A. Husband's First and Second Choice for Agent (Name and Address):  
\_\_\_\_\_
- B. Husband's First Choice for Conservator (if Appointment Required by Court) (Name and Address): \_\_\_\_\_
- C. Wife's First and Second Choice for Agent (Name and Address):  
\_\_\_\_\_
- D. Wife's First Choice for Conservator (if Appointment Required by Court) (Name and Address): \_\_\_\_\_

VI. DOCUMENTS FOR REVIEW

- A. Present wills, if any (please provide copy).
- B. Trust documents, if any (please provide copy).
- C. Deeds to all real estate (please provide copy).
- D. Business interests documentation. (Agreements affecting the business; financial statements, etc.)