



Hallman & Associates, P.C.

Leaders in Estate & Tax Planning

Confidential Estate Planning Worksheet

Information provided is held in complete confidence, and is used for the sole purpose of analyzing estate planning needs and designing estate planning documents. Preparation of this worksheet is not mandatory prior to the initial appointment with us, but if we are able to review the completed worksheet prior to your appointment, more information and value will be received during your complimentary initial consultation.

We Offer a Free

No-Obligation, 45-Minute Consultation

During the initial appointment, we will determine your specific estate planning needs and goals. The potential cost of probate and tax which would occur with your current plan will be analyzed, and methods of reducing costs and accomplishing goals will be discussed. An exact quote on fees for estate planning will be provided before you decide to authorize completion of your estate plan.

If you have a current Trust that needs reviewed, the charge is \$350. This covers an attorney review and meeting to discuss how your current plan meets with your existing needs/goals, as well as a review of any changes in the law.

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Notes/Questions for the Attorney:

Estate Planning Worksheet

We recognize the information requested on this worksheet may seem fairly intrusive, but keep in mind that it is very important that your estate planner understand your present situation as well as your wishes for the future. This worksheet will equip us throughout the estate planning process with the information we need to come up with the best possible estate planning alternatives. Please note that your information will always be kept confidential unless you authorize or request its release to others.

****If all information on this worksheet is identical for you and your spouse/partner, complete only one worksheet.*

****If the information differs for each spouse, please make a separate copy of this worksheet and each complete your own.*

Husband	First Name	MI	Last Name
	AKA	Date of Birth	Social Security Number
Wife	First Name	MI	Last Name
	AKA	Date of Birth	Social Security Number

Address

City State Zip County

Phone Alt. Phone Email

Marital Status: Married Separated Date of Marriage: _____

Life Partner Single/Unmarried

What is your primary motivation for considering estate planning? (Select one or more)

- Probate Avoidance Business or Farm Planning
 Guardianship for Minor Children Federal Estate Tax Planning
 Other: _____

How soon would you like to complete planning? Is there a specific deadline, such as an upcoming trip, surgery, etc.? _____

	Husband	Wife
Do you presently have a Will?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you presently have a Trust? Dated: _____ (attach a copy of your Trust)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you interested in avoiding probate of your estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any previous marriages? If yes, year of divorce: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any of your children not from your current relationship?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any of your children minors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any of your children or other beneficiaries have disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you own a farm or business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, do any of your children work in the business with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you given a child up for adoption?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a US Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you entered into any agreements with your spouse (such as prenuptial or community property agreement)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you or any family member or potential beneficiary have any serious health problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe briefly: _____		

Do you own a long-term care (nursing home) insurance policy? Yes No Yes No

Do you hold everything jointly with your spouse, or is some property separate?

<input type="checkbox"/> All joint (Except IRA's, pensions, etc.)	<input type="checkbox"/> Some Separate
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Net Worth: If you added the value of all property owned by yourself and your spouse including real estate, personal property, bank accounts, stocks, bonds, IRAs, and anything else you own except death benefits on life insurance, what is the approximate total value of your yourself and your spouse? _____

What is the value of death benefits on life insurance? (face value of policies)

ATTACH A CURRENT STATEMENT or CHANGE OF BENEFICIARY FORM

Amount Insuring Husband? _____ Number of Policies: _____

Amount Insuring Wife? _____ Number of Policies: _____

What is the total amount of your outstanding liabilities? _____

Gift Tax Returns

Have gift tax returns ever been filed to report gifts made (please provide a copy)? _____

Appointments

TRUST:

1. **Successor Trustee.** If you choose to avoid probate of your estate by executing a Revocable Living Trust during your lifetime, a Successor Trustee should be named. The Successor Trustee would be responsible for managing your assets in the event you are unable, or in the case of a joint Trust, if neither you nor your spouse were able to manage the estate due to incompetence. The Successor Trustee would distribute assets to Beneficiaries after death, or in a joint Trust, when neither you nor your spouse survives.

Successor Trustee: _____

Alternate: _____

Second Alternate: _____

WILL:

2. **Personal Representative.** Your Will should name a Personal Representative (the "Executor" or "Administrator") to probate the estate. (e.g., spouse as primary personal representative, with a child, relative, friend, or corporate trustee as alternate. In situations where there are children by a previous relationship, spouse as primary personal representative may not be appropriate.) Even with a Trust, we prepare a "Pour-Over Will" as a precautionary measure.

Personal Representative: _____

Alternate: _____

Second Alternate: _____

Medical Power of Attorney:

- 3. **Health Care Agent.** Who should be named to make medical decisions on your behalf including decisions regarding medical consents, life support issues, and nursing home admission if you were unable to make these decisions yourself? You do not have to appoint the same person a trustee, but you can.

Health Care Agent: _____

Alternate: _____

Second Alternate: _____

General Durable Power of Attorney:

- 4. **Attorney in Fact:** Who should be named to make day-to-day decisions on your behalf including decisions regarding Retirement accounts, debt service, closely held businesses, etc. if you were unable to make these decisions yourself? You do not have to appoint the same person a trustee, but you can.

Health Care Agent: _____

Alternate: _____

Second Alternate: _____

Children and Other Beneficiaries

List All Children (Living or Deceased)

List Disinherited Children (list "None" on % distribution)

Name	Date of Birth	Relationship (Child of...)	% of Distribution	How they inherit (outright, in trust, etc.)

Plan of Distribution

- 1. **Specific Gifts.** Do you want to make charitable gifts (e.g., to house of worship or other institution)? Do you wish to make a special gift to a particular person, such as a piece of personal property to a particular child?

2. Briefly describe the plan of distribution for assets remaining after any specific gifts described above are made. (Don't worry about tax planning or other considerations in answering this question. We'll consider those details later.)

All to spouse; if no spouse, then among children, and if a child didn't survive, the deceased child's share to the deceased child's children.

All to spouse; if no spouse, then equally among surviving children.

All to spouse; if no spouse, then _____

As follows: _____

3. **Ultimate Distribution.** You might want to provide for the distribution of your property if neither you, your spouse, nor your children/other Beneficiaries named above survive.

****Please complete this section ONLY if you have minor beneficiaries, beneficiaries with disabilities or want to hold a distribution in Trust.*

1. **Guardian.** If you have child(ren) or other beneficiary(ies) who are minors or who have special needs, you may need to appoint a guardian. A Guardian is responsible for day-to-day care of the child in the event of your death. It is a good idea to name an Alternate Guardian to act if your first choice cannot serve.

Guardian: _____

Alternate: _____

2. **Testamentary Trustee.** You may need a Trustee to manage assets for Beneficiaries until they reach an age when you believe they should be capable of managing assets on their own. A Trustee can keep the Beneficiary's money invested wisely and use it for their education, support and maintenance until they reach the age specified for outright distribution of assets to them. The Trustee can be a relative, friend, Trust company, or other person or institution you trust to manage and distribute assets according to your wishes. The Testamentary Trustee can be the same person named as the Guardian, or could be a different person or institution.

Testamentary Trustee: _____

Alternate: _____

3. **Age of Distribution.** If you decide to establish a Trust to allow a third party to manage assets for Beneficiaries, then it is necessary for you to decide when the Beneficiaries will be mature enough to manage assets on their own. You may want to give each Beneficiary his or her share at the time the Beneficiary meets a particular age. You may consider splitting the distribution such as ½ at age 25 and the balance at age 30, or 1/3 at 21, 1/3 at 25, and 1/3 at 35. You may use any age or combination of ages that you choose.

Income/Asset/Liability Information

Please list your income/asset/liability information in the appropriate category below.

Income	Husband	Community/Joint	Wife
Earned Monthly Income from Labor			
Monthly Social Security Income			
Monthly Pension Income			
Other Monthly Income			
Type of Asset	Title in Which Held (Husband sole, Wife sole, Joint with spouse, Joint with third party, Tenants in common, etc.		Current Value
Real Estate – ATTACH COPIES OF DEEDS TO ALL REAL ESTATE AND MINERALS (include type of property, i.e. residential, agricultural, commercial, manufacturing)			
Personal Residence			
Vacant Property			
Other			
Liquid Assets (Include account number and address where held) – ATTACH STATEMENTS			
Cash on Hand			
Government and Publicly Traded Securities			
Unlisted Securities (Not Publicly Traded)			
Money Market Accounts			
Equity in Business (Sole Prop., Partnership)			
Notes and Loans Receivable			
Checking Accounts			
Savings Accounts Certificates of Deposit			
Safety Deposit Box #	Location:		Who has a key?

Type of Asset <u>ATTACH STATEMENT or CHANGE OF BENEFICIARY FORM</u>	Title in Which Held (e.g., <i>Husband solely, Wife solely, Jointly with spouse, Joint with third party, Tenants in Common, etc.</i>)		Current Value	
Automobiles				
Other Personal Property				
Annuities	Owner	Beneficiary	Current Value	
IRA's				
Pension/Profit Sharing				
Life Insurance			Cash Value	Death Benefit
Other Assets				
Liabilities	Name on Loan Taken In (Husband, Wife, Etc.)		Amount Owed	



WHAT TO BRING TO YOUR ESTATE PLANNING CONFERENCE

1. Copies of any trust in which you are a beneficiary or trustee.
2. Copies of any trusts established by you or your spouse.
3. Copies of deeds for real properties and mineral interests (or document showing how you obtained the property – i.e.: Final Order in Probate proceeding).
4. Copy of the last real property tax bill for all parcels of real property.
5. Copies of bank statements and stock/brokerage/investment company statements.
6. Copies of stock and bond certificates.
7. Copies of life insurance statements and change of beneficiary form for each.
8. Copies of non-qualified annuity statements and change of beneficiary form for each.
9. Copies of closely held business entities formation documents. (i.e.: Articles of Organization or Certificate of LLC)
10. Copies of Operating Agreements for LLCs (Limited Liability Company)
11. Details of assets received by gift or inheritance or owned prior to present marriage.
12. Copies of any agreements regarding the ownership of your respective assets.
13. Copy of your most recent federal income tax return.
14. Copies of present Will, Power of Attorney, or any other estate planning documents you currently have.