

**CLIENT ESTATE PLAN WORKSHEET**  
(Will Remain Entirely Confidential)

Today's Date: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

(\_\_\_\_) (\_\_\_\_/\_\_\_\_/\_\_\_\_)  
Age (Date of Birth)

(\_\_\_\_-\_\_\_\_-\_\_\_\_)  
Soc. Sec. No.

Marital Status: \_\_\_\_\_

**Spouse's Information (If Applicable):**

Full Legal Name (Spouse): \_\_\_\_\_

(\_\_\_\_) (\_\_\_\_/\_\_\_\_/\_\_\_\_)  
Age (Date of Birth)

(\_\_\_\_-\_\_\_\_-\_\_\_\_)  
Soc. Sec. No.

Date of Marriage: \_\_\_\_/\_\_\_\_/\_\_\_\_; Number of Years: \_\_\_\_\_

**Contact Information:**

Home Address: \_\_\_\_\_ Business Address: \_\_\_\_\_

\_\_\_\_\_

Home City/St/Zip: \_\_\_\_\_ Business City/St/Zip: \_\_\_\_\_

Home County: \_\_\_\_\_ Business County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Occupation & Employer (or former occupation & employer):

Husband: \_\_\_\_\_

Wife: \_\_\_\_\_

**Children Information:**

<u>Name of Children/Spouse/Address</u>	<u>Date of Birth</u>	<u>Marital Status</u>
1. _____	( ___/___/___ )	_____
Spouse Name: _____		
Address: _____		
_____		
2. _____	( ___/___/___ )	_____
Spouse Name: _____		
Address: _____		
_____		
3. _____	( ___/___/___ )	_____
Spouse Name: _____		
Address: _____		
_____		
4. _____	( ___/___/___ )	_____
Spouse Name: _____		
Address: _____		
_____		

(If you have more than four children, please continue on the back side of this page.)

**Other Background Information:**

- 1. Are all of the above-identified persons (clients, children and spouses) United States citizens? \_\_\_\_\_
- 2. Do any of your children or grandchildren require special consideration? (Consider, for example, their educational, mental or physical needs.) Describe:

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- 3. Did you or your spouse ever sign a pre- or post-marriage contract? \_\_\_\_\_
- 4. Are there any persons other than minor children who are dependent upon you? \_\_\_\_\_  
Who and how? \_\_\_\_\_
- 5. Does any family member receive Social Security or other benefits? \_\_\_\_\_  
Describe: \_\_\_\_\_

- 6. Do you presently have a  
Living Trust Yes/No Date of Document \_\_\_\_\_  
Irrevocable Life Insurance Trust? Yes/No Date of Document \_\_\_\_\_  
Will? Yes/No Date of Document \_\_\_\_\_  
Power of Attorney?\* Yes/No Date of Document \_\_\_\_\_

(Please provide copies of the above documents so the attorney may review them.)

- 7. Please list the names and addresses of your Key Advisors (i.e., who advises you concerning property, investing, business and taxes)

CPA: \_\_\_\_\_

Personal Bank & Banker: \_\_\_\_\_

Financial Advisor: \_\_\_\_\_

\_\_\_\_\_  
Insurance Agent: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

**Estate Plan Picture:**

1. How would you like to leave your estate (i.e., your property) to your heirs? Describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. After you (or you and your spouse) are deceased, your property can be left in a variety of ways to your children, such that they can control, invest, use and spend it as they need it, but have the property/money be completely protected from their creditors and safe from a divorce.

Is this of any interest to you? \_\_\_\_\_

3. How much is enough? Some people think they have too much, that leaving it all to the children will ruin their initiative, spoil them, etc. If you had unlimited wealth available to leave your descendants, what is the maximum dollar amount you would leave to any one of them if you died today?

I would not want any one person to inherit more than \$ \_\_\_\_\_.

4. Please rank the following possible objectives for your estate plan with “1” being not as important and “5” being very important (although all of these objectives may be important to you, we would like to obtain a good sense of your priorities).

Husband      Wife

\_\_\_\_\_      \_\_\_\_\_      I want to maintain control over my person and affairs.

\_\_\_\_\_      \_\_\_\_\_      I want to assure my lifestyle and/or standard of living.

- \_\_\_\_\_ I want to promote my family and spiritual values, even after I am gone.
- \_\_\_\_\_ I want to avoid spending my assets on nursing home costs if I have to go there.
- \_\_\_\_\_ I want to protect my assets from government and lawsuits.
- \_\_\_\_\_ I want to reduce my current income taxes.
- \_\_\_\_\_ I want a plan to manage the value of the family businesses.
- \_\_\_\_\_ I want to pass maximum wealth to family members.
- \_\_\_\_\_ I want to avoid/minimize federal gift and estate tax.
- \_\_\_\_\_ I want to minimize administrative expense and delay.

**Income:**

1. Present income: \$\_\_\_\_\_ per yr/mo/week; Source(s)? \_\_\_\_\_

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2. Annual income needed for desired standard of living: \$\_\_\_\_\_

**Assets:**

**1. Real Estate:**

<u>Address of Real Estate</u>	<u>Type of Ownership</u>	<u>Estimated Fair Market Value</u>
_____	_____	\$ _____
_____	_____	
County: _____		
_____	_____	\$ _____
_____	_____	
County: _____		

(If owned outside of Weber County, please bring a document (deed, abstract, etc.) showing legal description of each tract of real estate)

2. **Automobiles:**

<u>Year</u>	<u>Make and Model</u>	<u>VIN</u>	<u>Estimated Fair Market Value</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

3. **Financial Accounts** (Savings, Checking, IRAs, 401Ks, Money Market, Mutual Funds, Stocks, Brokerage, etc.): (attach additional page if necessary)

<u>Financial Institution</u>	<u>Type of Account</u>	<u>Value</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

4. **Valuable Personal Property** (farm equipment, expensive furniture, jewelry, collections, tools, etc.): (attach additional page if necessary)

<u>Property Description</u>	<u>Estimated Fair Market Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

5. **Life Insurance:** (attach additional page if necessary)

Insurance Provider: \_\_\_\_\_

Name of Insured: \_\_\_\_\_

Name of Beneficiary: \_\_\_\_\_

Death Benefit: \$ \_\_\_\_\_

Cash Value: \$ \_\_\_\_\_

6. **Retirement Benefits (Describe):** \_\_\_\_\_

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7. **Future Inheritance:**

Are either you or your spouse “anticipating” any inheritance in the next five to ten years? Please estimate the possible amount:

Husband/Single: \$ \_\_\_\_\_ Wife: \$ \_\_\_\_\_

8. **Other Assets:**

<u>Property Description</u>	<u>Estimated Fair Market Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Liabilities:**

<u>Description of Debt</u>	<u>Debtor</u>	<u>Debt Value</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

(Include home mortgage, school loans, credit cards, vehicle debts, etc.)

## **THIS PAGE FOR MARRIED COUPLES ONLY**

If you are a married couple, you may think of your property as “ours” and do not like to separate or think of it as “his” or “hers.” That is very common for a married couple and we want you to continue your usual practice.

However, legally you each have a separate estate. Of all of the assets that are jointly owned, you are each considered the owner of half. Some other assets, for estate planning purposes, you should consider your own “separate” estate. Two primary examples are your retirement account (401k, IRA, etc.) and any life insurance on your own life.

So with that in mind, thinking of your half of all the joint property, plus your retirement account and your life insurance, as being your share of your estate, the big question then becomes:

1. What do you want your spouse to have from your share of the estate when you die, if you are the first to go?

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2. Would you answer (above) change in any way if your spouse remarries after you are gone? How?

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3. Would you like to help the surviving spouse avoid being “taken advantage of” by someone who might marry for money?

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4. Do you want to leave someone other than your spouse primarily in charge of what the spouse gets from your estate after your death?

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**Heirs:**

1. Who Are Your Intended Heirs (short description)? \_\_\_\_\_

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2. To whom do you want your property left at death (after you and spouse are both deceased)?

<u>Name of Beneficiary</u>	<u>Relationship to You</u>	<u>To Get What?</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A. Do you have specific things (family business, real estate, etc.) you want to go to specific individuals? If so, what and to whom?

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B. If any of your named heirs dies before you or shortly after you, who do you want to get their share? their Children? their Spouse? or your other Children?

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3. “Ultimate Tragedy” Distribution. To whom would you leave your property if you and your entire family, i.e., all your descendants – were lost in a common disaster? Don’t spend a lot of time here, as it is *highly* unlikely. But examples might include:

A. Charity/Church/Ministry? Name it/them:

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B. Extended Family (siblings, nieces, nephews)?

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