

KRUSSLAW P.C
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Estate Planning Worksheet

USING THIS ORGANIZER WILL ASSIST US IN DESIGNING AN ESTATE PLAN THAT MEETS YOUR GOALS. ALL INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL.

PLEASE RETURN THE COMPLETED WORKSHEET TO OUR OFFICE VIA EMAIL PRIOR TO YOUR APPOINTMENT

QUESTIONNAIRES NOT RECEIVED BEFORE THE DATE OF YOUR APPOINTMENT

WILL REQUIRE A RESCHEDULE OF YOUR COURTESY TIME WITH ATTORNEY KRUSS

**Part I
Personal Information**

Client's Legal Name _____
(name most often used to title property and accounts)

Also Known As _____
(other names used to title property and accounts)

Prefer to be called _____ Birth date _____ SS# _____ US Citizen? _____

Preferred pronoun _____

Home Address _____ City _____ State _____ Zip _____

Home Telephone _____ County of Residence _____ Business Telephone _____

Employer _____ Position _____

Business Address _____ City _____ State _____ Zip _____

E-mail Address _____ It is okay to communicate with me via my E-mail address.

Date of Divorce _____

Children and Other Family Members

Name _____ DOB _____ Parent or Relationship _____

Home Address _____ City _____ State _____ Zip _____

Comments: _____

Name _____ DOB _____ Parent or Relationship _____

Home Address _____ City _____ State _____ Zip _____

Comments: _____

Name _____ DOB _____ Parent or Relationship _____

Home Address _____ City _____ State _____ Zip _____

Comments: _____

Name _____ DOB _____ Parent or Relationship _____

Home Address _____ City _____ State _____ Zip _____

Comments: _____

Advisors

Name

Telephone

Personal Attorney _____

Accountant _____

Financial Advisor _____

Life Insurance Agent _____

Part II

Property Information

Instructions for completing the Property Information checklist:

General Headings

This **Property Information** checklist helps you list all the property you own and what it is worth. If you do not own property under a particular heading, just leave that section blank. Under certain headings, you may own more property than can be listed on this checklist. If so, attach extra sheets of paper to list your additional property.

Type

Immediately after the heading for each kind of property is a brief explanation of what property you should list under that heading.

“Owner” of Property

How you own your property is **extremely important** for purposes of properly designing and implementing your estate plan. For each property, please indicate how the property is titled. When doing so, please use the following abbreviations:

Owner of Property	Use
Client’s name alone, with no other person	C
Joint Tenancy with someone other than a spouse/partner, i.e. a child, parent, etc.	JTO
If you cannot determine how the property is owned	?

Real Property

TYPE: Any interest in real estate including your family residence, vacation home, timeshare, vacant land, etc.

General Description and/or Address	Owner	Market Value	Loan Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	<i>Total</i>	_____	_____

Furniture and Personal Effects

TYPE: List separately only major personal effects such as jewelry, collections, antiques, furs, and all other valuable non-business personal property (*indicate type below and give a lump sum value for miscellaneous, less valuable items.*).

Type or Description	Owner	Market Value
<u>Miscellaneous Furniture and Household Effects (Total)</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<i>Total</i>	_____

Automobiles, Boats, and RVs

TYPE: For each motor vehicle, boat, RV, etc. please list the following: description, how titled, market value and encumbrance:

Bank Accounts

TYPE: Checking Account “CA”, Savings Account “SA”, Certificates of Deposit “CD”, Money Market “MM” (*indicate type below*). Do not include IRAs or 401(k)s here.

Name of Institution and account number	Type	Owner	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		<i>Total</i>	_____

Business Interests

TYPE: General and Limited Partnerships, Sole Proprietorships, privately-owned corporations, professional corporations, oil interests, farm, and ranch interests. **ADDITIONAL INFORMATION:** Give a description of the interests, who has the interest, your ownership in the interests, and the estimated value of the interests.

Total _____

Money Owed To You

TYPE: Mortgages or promissory notes payable to you, or other moneys owed to you.

Name of Debtor	Date of Note	Maturity Date	Owed to	Current Balance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			<i>Total</i>	_____

Anticipated Inheritance, Gift, or Lawsuit Judgment

TYPE: Gifts or inheritances that you expect to receive at some time in the future; or moneys that you anticipate receiving through a judgment in a lawsuit. **Describe in appropriate detail.**

Description _____

Total estimated value _____

Other Assets

TYPE: Other property is any property that you have that does not fit into any listed category.

Type	Owner	Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		<i>Total</i>

Summary of Values

Amount totals:

Assets

Real Property	_____
Furniture and Personal Effects	_____
Automobiles, Boats and RV's	_____
Bank and Savings Accounts	_____
Stocks and Bonds	_____
Life Insurance and Annuities	_____
Retirement Plans	_____
Business Interests	_____
Money owed to you	_____
Anticipated Inheritance, Etc.	_____
Other Assets	_____
Total Assets:	_____

Part III
APPOINTEES

Please provide: Full legal name, relationship to you (or indicate they are a friend), address and phone number.

APPOINTEES FOR YOUR FRONT WHEEL WILL AND SUPPORTING MEMOS

Personal Representative (aka Executor). This person will collect your assets, pay your bills, and make distributions to the beneficiaries of your estate.

1. Name/Relationship:

Address:

Phone:

2. Name/Relationship:

Address:

Phone:

3. Name/Relationship:

Address:

Phone:

Trustees. This person will manage your assets and make distributions to the beneficiaries of any trusts you establish (e.g., your grandchildren, or adults who need creditor protection or have disabilities).

1. Name/Relationship:

Address:

Phone:

2. Name/Relationship:

Address:

Phone:

3. Name/Relationship:

Address:

Phone:

APPOINTEES FOR THE BACK WHEEL INCAPACITY DOCUMENTS

DPOA: Financial Agent. List the person who should manage and access assets only in your name via a Power of Attorney in the event you become incapacitated. This document will also include Digital Assets.

1. Name/Relationship:

Address:

Phone:

2. Name/Relationship:

Address:

Phone:

3. Name/Relationship:

Address:

Phone:

Physician Advance Directive: Medical Agent. List the person who should make decisions concerning your medical care in the event you become incapacitated. The HIPAA will name these same individuals.

1. Name/Relationship:

Address:

Phone and Email:

2. Name/Relationship:

Address:

Phone and Email:

3. Name/Relationship:

Address:

Phone and Email:

Personal Representative

Also called an Executor/Executrix or Administrator in some jurisdictions.

Your Personal Representative will be responsible for the following:

- Locating and protecting your assets that will be subject to probate.
- Obtaining the date of death values for all of your probate assets, including appraisals of real estate and business interests.
- If your estate is taxable, obtaining the date of death values for any non-probate assets, including appraisals of real estate and business interests.
- Determining whom you owed money to and then paying off these debts.
- Assessing your income and estate tax liabilities.
- Preparing and filing all required income and estate tax returns.
- Paying the ongoing expenses of administering your estate until it can be closed, etc.

Trustee

A trustee's purpose is to invest trust assets and distribute trust income or principal to beneficiaries as directed in the trust document.

A trustee's most important duty is to implement the Trust's instructions concerning how the trust property should be used to aid the beneficiaries. Whereas guardians decide how to take care of a beneficiary's physical needs, the trustee decides how to use trust assets to pay for those needs.

Among other responsibilities, a trustee has the following responsibilities:

- Making an inventory of trust assets;
- Protecting trust assets and making sure they are properly invested;
- Preparing an accounting for beneficiaries;
- Implementing the Trust's instructions as to how trust assets are to be distributed to the beneficiaries or otherwise used for their benefit.

The trustee need not make these decisions alone. The trust authorizes the trustee to obtain whatever professional services are necessary to carry out the trust's instructions. Such professionals may include investment advisors, attorneys, insurance agents or certified public accountants.

Agent for DPOA

The Durable Power of Attorney (DPOA) for Finances allows a trusted person to spend money on your behalf and manage your property if you are incapacitated.

In taking care of business under a DPOA for Finances, your Agent is supposed to do what is in your best interest and use your money and property only for your benefit. By giving someone a DPOA for Finances, you are giving that person some or all of the following powers:

- To spend your money, cash checks and withdraw money from your bank accounts.
- To sell your property, including real estate and personal property.
- To enter into contracts on your behalf.

One of the few powers not granted is the power to write your Last Will and Testament. Only you personally can write your own Will. The Agent is also not authorized to make gifts to himself or to others unless the DPOA for Finances explicitly authorizes such gifts.

Also, your Agent will not have any authority with respect to your property when you die. (At that point the “Personal Representative” or “Executor” named in your Will or appointed by the Court will take control of your assets and their distribution.)

An advantage of the DPOA for Finances is that in signing it you do not lose any of your power to make your own decisions as long as you remain competent. Rather, you are simply sharing your power over your finances with someone else.

Another advantage of using the DPOA for Finances is that you can change your mind. You are entitled to revoke the power you gave to your relative or friend at any time as long as you are still of sound mind.

Health Care Representative

An Advance Directive appoints someone who is at least 18 years old to make medical decisions on your behalf. The health care representative and an alternate must sign the document, accepting their appointment. The patient should appoint a health care representative that he or she trusts completely. A patient can voluntarily revoke his or her appointment of a health care representative at any time.

SPECIFIC GIFTS: List any specific gifts of real estate or cash gifts you wish to make to either individuals or charities.

Individual or Charity

Amount or Property

CONSIDER SENDING THESE DOCUMENTS OVER PRIOR TO YOUR ESTATE PLANNING APPOINTMENT.

(Many of these documents may be optional. If you have questions, please call my office in advance to discuss them, or wait until after your meeting to determine if you need to collect these documents for us)

1. Copies of the original Grant Deed or Warranty Deed (or deeds of trust) for your residence and any other real properties you own.
2. Copies of your existing Wills, Trusts, Powers of Attorney or other estate planning documents.
3. Copies of any Separation Agreements, Child Support Orders or Other Marital Agreements.
4. Copies of any and all Gift Tax Returns filed (form 709), or year of prior filings and purpose.
5. Copies of pension, annuity or other retirement fund benefits description statements, or the financial institution name, current balance, terms for payment, and beneficiaries named presently.
6. Copies of any life insurance policies which you own or of which you are listed as a beneficiary, or the name of the insurance company, the death benefit, approximate cash value, and beneficiaries named presently.
7. *(For business owners)* Copies of the most recent federal income tax returns for you and your business.

Thank you in advance for spending time on this questionnaire!

Michelle-Shari Kruss