

# ESTATE PLAN DESIGN WORKSHEET (INDIVIDUAL)

## PERSONAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_  
(name **most often** used to title property and accounts – do not use your full middle name if you do not regularly use it when signing your name)

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

Prefer to be called \_\_\_\_\_ Birth date \_\_\_\_\_ US Citizen? \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

**NAME OF TRUST:** Typically your name followed by “Trust” (e.g., John W. Jones Trust). If you prefer a different name for your trust, please provide it here: \_\_\_\_\_

### CHILDREN AND/OR OTHER FAMILY MEMBERS:

Name	Birth date	Relationship
_____	_____	_____
Comments: _____		
_____	_____	_____
Comments: _____		
_____	_____	_____
Comments: _____		
_____	_____	_____
Comments: _____		

**REFERRED BY:** \_\_\_\_\_

# ASSET INFORMATION

**DO YOU EXPECT YOUR ASSETS (including life insurance proceeds) TO EXCEED \$5 MILLION AT DEATH?**  
 YES  NO; **TO EXCEED \$13.99 MILLION AT DEATH?**  YES  NO

**DO YOU OWN REAL PROPERTY (including timeshare interests)? If so, please provide addresses or descriptions:**

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**DO YOU HAVE RETIREMENT ACCOUNTS? If so, please provide descriptions:**

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**DO YOU HAVE (NON-RETIREMENT) BANK AND/OR BROKERAGE ACCOUNTS? If so, please provide descriptions:**

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**DO YOU OWN LIFE INSURANCE POLICES AND/OR ANNUITIES? If so, please provide descriptions:**

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**DO YOU OWN ANY BUSINESS INTERESTS (e.g., general or limited partnerships, LLC membership interests, sole proprietorships, oil interests, farm and ranch interests, privately owned corporations, professional corporations, an interest in a medical, dental, legal, veterinary, accounting, architectural, engineering, or other professional practice in which you participate as a licensed person)? If so, please provide a description of the business interest and your ownership in the interest.**

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**DOES ANYONE OWE YOU MONEY (e.g., 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
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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**DO YOU ANTICIPATE ANY INHERITANCE, GIFT, OR LAWSUIT JUDGMENT? If so, please describe.**

Description 

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## SELECTION OF FINANCIAL FIDUCIARIES

**IF YOU BECOME INCAPACITATED AND CAN NO LONGER HANDLE YOUR OWN FINANCIAL AFFAIRS, YOUR SUCCESSOR TRUSTEE WILL STEP IN TO HANDLE THEM. YOUR INABILITY TO HANDLE YOUR OWN FINANCIAL AFFAIRS IS TO BE DETERMINED BY:**

Attending Physician     Two Licensed Physicians     Other \_\_\_\_\_

**WHO WOULD YOU WANT TO HANDLE YOUR FINANCIAL AFFAIRS:**

**UPON INCAPACITY:**      **During your incapacity, who would you want to make decisions for you with regard to your property and assets (typically one or more individuals, corporate trustees, or private fiduciaries).**

Name	Relationship
_____	_____
_____	_____
_____	_____

**UPON DEATH:**      **After your death, who would you want to handle your financial affairs – gathering, appraising, managing assets, paying taxes, if any, and making distributions to beneficiaries?**

Name	Relationship
_____	_____
_____	_____
_____	_____

**If no fiduciary (e.g., Trustee) named above is willing or able to serve, can the last acting trustee/fiduciary appoint one?**

\_\_\_\_\_

# HEALTH CARE FIDUCIARIES AND GUARDIANS FOR MINOR CHILDREN

**HEALTH CARE:** If you are unable to make medical decisions for yourself, who do you want to make decisions for you with regard to your treatment?

Name	Relationship
_____	_____
_____	_____
_____	_____

**GUARDIAN FOR MINOR CHILDREN:** If you have any children under the age of 18, list in order of preference who you wish to be guardian.

Name	Relationship
_____	_____
_____	_____
_____	_____

## DISTRIBUTIONS OF PERSONAL PROPERTY AND SPECIFIC GIFTS

**USE OF PERSONAL PROPERTY MEMORANDUM:** Do you want to provide that your personal property will be distributed pursuant to a written list you may prepare later?     Yes    No

Any property not listed on the memorandum should be distributed to children equally?    Yes    No

If no, please provide alternate distribution: \_\_\_\_\_

**SPECIFIC GIFTS:** List any specific gifts of real estate or cash you wish to make to either individuals or charities. Indicate whether the gifts are to be made outright or in trust. If an individual gift recipient is deceased, will his/her gift go to his/her descendants (outright or in trust), to charities, to other individuals (outright or in trust), or will the gift lapse and pass with the remainder of the trust?

<u>Individual or Charity</u>	<u>Amount or Property</u>	<u>Manner</u>	<u>If Individual Deceased?</u>

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## DISTRIBUTION OF REMAINING PROPERTY

**DIVIDE EQUALLY BETWEEN CHILDREN AND THE DESCENDANTS OF ANY DECEASED CHILDREN**

**DIVIDE AMONG NAMED INDIVIDUALS and/or CHARITIES** (If an individual is deceased, will his/her distribution go to his/her descendants (outright or in trust), to charities, to other individuals (outright or in trust), or will the distribution lapse?)

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### HOW AND WHEN TO DISTRIBUTE MY PROPERTY:

**DISTRIBUTE OUTRIGHT TO BENEFICIARIES:** Does not provide beneficiaries with any protection from creditors, predators, or themselves.

**STRUCTURED TRUST:** During the period of time the property is held in trust the trustee will make distributions for the beneficiary's health, education, maintenance, or support. You may provide for staggered outright distributions of principal (e.g., 1/2 at age 25 and the remainder at age 30) but outright distributions do not protect the assets from creditors. \_\_\_\_\_

**LIFETIME TRUST:** A lifetime trust can provide more protection from creditors and/or divorce. Check all that apply:

Independent Trustee has complete discretion over distributions (provides maximum creditor protection).

Beneficiary may serve as co-trustee or sole trustee of his/her trust at certain age(s) or stages(s) (provides maximum flexibility). While beneficiary is trustee, he/she may take distributions for health, education, maintenance, or support. If beneficiary resigns as trustee, he/she will appoint an Independent Trustee who has complete discretion over distributions.

Beneficiary may serve as sole trustee of his/her trust at age  25  30  Other \_\_\_\_\_

Beneficiary may serve as sole trustee as to 1/2 of his/her trust at age \_\_\_\_\_; and  
may serve as sole trustee over the remainder at age \_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMOTE CONTINGENT BENEFICIARY:** Who do you want to receive your property in the remote event that no one listed above is alive to receive your property? Determining the remote contingent beneficiary is not so important that it should cause you to delay completion of your entire estate plan. It can always be changed at a later date.

To your heirs-at-law (meaning to your parents, or if they are not alive to your brothers and sisters, or if they are not alive to your nieces and nephews, and so on).

To the following named individuals and/or charities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_