

## ABOUT OUR FIRST MEETING

**No Obligation for an Initial Meeting.** Unless we have informed you otherwise, you will not be billed for an initial estate planning consultation. Note that certain types of cases may require a consultation fee; we will inform you in advance if such fee is applicable. You should set aside approximately 1.5 hours for an initial estate planning consultation.

**Our Investment in You.** We are willing to set aside time for you so that we may confidentially discuss your unique circumstances to determine if we can help you. This is our investment in you. We make this investment hoping you will like what you see and retain us to help you plan your estate.

**In Return.** We expect that you will come to the meeting prepared, and if you are married, that both spouses will attend the meeting. If both spouses cannot attend, please let us know prior to the scheduled meeting. If you or your spouse needs special accommodations or is housebound, please let us know, and we will make an appropriate accommodation for you. We cannot express enough how vital it is that you take the time to **complete the attached Estate Planning Worksheet** and **return your completed questionnaire at least 2 days prior to our meeting.** If this is not feasible, please let us know so that we may make alternative arrangements.

**Make the Investment.** Most people will spend more time planning their next vacation than they will spend planning their estates and how to provide for their loved ones at death or upon disability. It may be human nature to avoid thinking these matters, but don't make that mistake. Please invest the time to complete the confidential Estate Planning Worksheet. Make the investment now for yourself and your loved ones.

**What to Bring With You to Our First Meeting:** If possible, please bring the following with you to our first meeting.

1. Copies of deeds to your real property.
2. Life insurance documentation, including your most recent statement, ownership and beneficiary information.
3. Most recent bank account, brokerage account, other investment account statements.
4. Copies of all Buy-Sell Agreements, Partnership Agreements and other agreements related to your business interests.
5. Copies of all Prenuptial Agreements, Divorce Decrees or Court Orders obligating you to pay alimony or child support.
6. Copies of existing Wills, Powers of Attorney, Living Wills and Trusts.
7. Copies of most recent pension, retirement or social security statements.

**Attorney Fees for Estate Planning:** Fees are dependent on the unique circumstances of each client, and the client's choice of planning features and options. Attorney fees for estate planning are on a flat fee basis. Attorney fees are not based on an hourly rate. You will be quoted the attorney fee in advance of any obligation for preparation of your estate plan. All estate plans include ancillary planning documents such as powers of attorney and healthcare directives.

*We look forward to working with you in an effort to help you achieve your goals, dreams and estate planning objectives, and to eliminate any concerns that you have about the estate planning process.*

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# ESTATE PLANNING WORKSHEET FOR INITIAL MEETING

Please return this worksheet prior to your appointment. All information provided is strictly confidential.

## HELP US GET TO KNOW YOU

Please check each box below that describes your interests in meeting with us.

- Learning about estate planning, wills and/or trusts
- Providing for my spouse in the event of my disability or death
- Planning for nursing home, Medicaid or long term care
- Providing for my children in the event of my disability or death
- Protecting my/our assets from lawsuits and future judgment creditors
- Protecting my spouse's inheritance from lawsuits, creditors and failed remarriage
- Protecting my children's inheritance from divorces, lawsuits and creditors
- Protecting my grandchildren's inheritance from divorces, lawsuits and creditors
- Avoiding will contest or other disputes upon my death
- Reducing or eliminating the costs of probate
- Reducing or eliminating taxes upon my death
- Planning for a beneficiary with disabilities or special needs
- Avoiding a court-supervised conservatorship ("living probate") in case of disability
- Preserving privacy in the event of my disability and at my death
- Planning for the transfer of a family business
- Providing for charities
- Providing that my death shall not be unnecessarily prolonged by artificial means
- Designating an agent to make healthcare decisions for me in the event that I become incapacitated

### You, and if married, Your Spouse:

Your full legal name		Name you want us to call you	U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security No.		Date of Birth	Your Health? <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Spouse's full legal name		Name you want us to call spouse	U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security No.		Date of Birth	Spouse's Health? <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Address, City, State Zip Code			County of Residence	Date of Marriage
Home Phone		Business Phone		Cell Phone
Your current occupation, if retired, from what?			Spouse's current occupation, if retired, from what?	
Is it OK to communicate with you via e-mail? <input type="checkbox"/> Yes <input type="checkbox"/> No Preferred e-mail address:			Who referred us to you?	

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**Your Children, if any**

Full Legal Name and address	Whose child is this? <input type="checkbox"/> husband <input type="checkbox"/> Wife <input type="checkbox"/> Both	Age	If child is married, spouse's name	If child has children, how many?
Full Legal Name and address	Whose child is this? <input type="checkbox"/> husband <input type="checkbox"/> Wife <input type="checkbox"/> Both	Age	If child is married, spouse's name	If child has children, how many?
Full Legal Name and address	Whose child is this? <input type="checkbox"/> husband <input type="checkbox"/> Wife <input type="checkbox"/> Both	Age	If child is married, spouse's name	If child has children, how many?
Full Legal Name and address	Whose child is this? <input type="checkbox"/> husband <input type="checkbox"/> Wife <input type="checkbox"/> Both	Age	If child is married, spouse's name	If child has children, how many?
Full Legal Name and address	Whose child is this? <input type="checkbox"/> husband <input type="checkbox"/> Wife <input type="checkbox"/> Both	Age	If child is married, spouse's name	If child has children, how many?

**Your Advisors** In case we need to consult with them

	<u>Name</u>	<u>Firm</u>	<u>Phone</u>
Accountant			
Financial Advisor			
Insurance Agent			
Attorney Other Than Us			
Other Advisor			

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## IMPORTANT FAMILY QUESTIONS

(Please check "Yes" or "No" for your answer)	Yes	No
Are you (or your spouse) receiving social security, disability, or other governmental benefits? <i>Describe</i> _____		
Are you (or your spouse) making payments pursuant to a divorce or property settlement order? <i>Please furnish a copy</i>		
If married have you and your spouse signed a pre- or post-marriage contract? <i>Please furnish a copy</i>		
Have you (or your spouse) been widowed? <i>If a federal estate tax return or a state death tax return was filed, please furnish a copy</i>		
Have you (or your spouse) ever filed federal or state gift tax returns? <i>Please furnish copies of these returns</i>		
Have (you or your spouse) completed previous will, trust, or estate planning? <i>Please furnish copies of these documents</i>		
Do you support any charitable organizations now that you wish to make provisions for at the time of your death? <i>If so, please explain below.</i>		
Are there any other charitable organizations you wish to make provisions for at the time of your death? <i>If so, please explain below.</i>		
If married, have you lived in any of the following states while married to each other? <i>Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, or Wisconsin</i>		
Are you (or your spouse) currently the beneficiary of anyone else's trust? <i>If so, please explain below.</i>		
Have you (or your spouse) ever served in the U.S. Armed Forces?		
Do any of your children receive governmental support or benefits?		
Do you provide primary or other major financial support to adult children or others?		

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## PROPERTY INFORMATION

### INSTRUCTIONS FOR COMPLETING THE *PROPERTY INFORMATION* CHECKLIST

**General Headings**

This *Property Information* checklist is designed to help 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, use **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
If married, Husband’s name alone, with no other person	H
If married, Wife’s name alone, with no other person	W
If married, Joint with spouse	JS
Joint with someone other than spouse, i.e. child, parent, etc	JO
If you cannot determine how the property is owned	?

### REAL PROPERTY

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

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

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**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
Miscellaneous Furniture and Household Effects (Total)		
	<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:

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**BANK & SAVINGS ACCOUNTS**

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

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

Note: If Account is in your name (or your spouse’s name) for the benefit of a minor, please specify and give minor’s name.

## STOCKS AND BONDS

**TYPE:** List any and all stocks and bonds you own. If held in a brokerage account, lump them together under each account.  
(indicate type below)

Stocks, Bonds or Investment Accounts	Type	Acct. Number	Owner	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<i>Total</i>				_____

## LIFE INSURANCE POLICES AND ANNUITIES

**TYPE:** Term, whole life, split dollar, group life, annuity. **ADDITIONAL INFORMATION:** Insurance company, type, face amount (death benefit), whose life is insured, who owns the policy, the current beneficiaries, who pays the premium, and who is the life insurance agent.

_____				
_____				
_____				
_____				
<i>Total</i>				_____

## RETIREMENT PLANS

**TYPE:** Pension (P), Profit Sharing (PS), H.R. 10, IRA, SEP, 401(K). **ADDITIONAL INFORMATION:** Describe the type of plan, the plan name, the current value of the plan, and any other pertinent information.

_____				
_____				
_____				
_____				
<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.

_____				
_____				
_____				
<i>Total</i>				_____

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### 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>

### INCOME INFORMATION

**TYPE:** Please identify your sources of income (gross without deductions)

Source of Income:	Husband/Wife or Joint	Monthly Gross Amount Before Deductions
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		<i>Total</i>