



**CLIENT QUESTIONNAIRE**

Client #1 Name(s): \_\_\_\_\_ Client #2 (if applicable): \_\_\_\_\_

Address(es): \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

**PERSONAL INFORMATION**

Date(s) of Birth: \_\_\_\_\_

**Citizenship:**  U.S. Citizen  Other: \_\_\_\_\_ **Spouse (if applicable):**  U.S. Citizen  Other: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

(Naturalized? Please provide copies of papers)

Marital Status:  Single  Partnered  Married  Widowed  Divorced  
*(Please provide any prenuptial or separation/divorce agreement and QDRO for prior marriages).*

If applicable, Spouse/Partner's Date of Death: \_\_\_\_\_ Probate Court: \_\_\_\_\_ County

**FAMILY INFORMATION**

*Please provide information regarding your family, starting with children, and then grandchildren, if any. If you do not have children or grandchildren, start with your parents, siblings, nieces/nephews, if any.*

**Person #1:** Name: \_\_\_\_\_ Relation to You: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Their Spouse: \_\_\_\_\_ Their Children: \_\_\_\_\_

Are there any special needs, creditor issues, or likelihood of divorce? \_\_\_\_\_

**Person #2:** Name: \_\_\_\_\_ Relation to You: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Their Spouse: \_\_\_\_\_ Their Children: \_\_\_\_\_

Are there any special needs, creditor issues, or likelihood of divorce? \_\_\_\_\_

**Person #3:** Name: \_\_\_\_\_ Relation to You: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Their Spouse: \_\_\_\_\_ Their Children: \_\_\_\_\_

Are there any special needs, creditor issues, or likelihood of divorce? \_\_\_\_\_

**Person #4:** Name: \_\_\_\_\_ Relation to You: \_\_\_\_\_

Contact Information: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Their Spouse: \_\_\_\_\_ Their Children: \_\_\_\_\_

Are there any special needs, creditor issues, or likelihood of divorce? \_\_\_\_\_

*Attach additional sheets if necessary.*



**YOUR WISHES (Who is in charge?)** Please indicate what your wishes are for your estate planning below. You may select anyone (spouse, child, parent, sibling, friend, etc.) for any of these roles.

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**FINANCIAL & LEGAL AFFAIRS**

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During your lifetime: Power of Attorney, Trustee of Trust (if any)

(A) Who do you want in charge of your financial affairs while you are alive (incapacitated or not)?

	Client #1's Fiduciaries		Client #2's Fiduciaries
1		1	
2		2	
3		3	

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After your death: Personal Representative ("PR" or Executor), Trustee of Trust (if any)

(B) Who would you like in charge of your financial affairs after your death?

	Client #1's Fiduciaries		Client #2's Fiduciaries
1		1	
2		2	
3		3	

After your death (for your minor children, or adult dependent children): Guardian/Conservator:

	Client #1's Fiduciaries		Client #2's Fiduciaries
1		1	
2		2	
3		3	

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**MEDICAL AFFAIRS**

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During your lifetime: Health Care Proxy. While you are well, only you control your body, but when you are unwell, you can choose who makes health care decisions for you.

Who would you like in charge of your medical affairs while you are incapacitated?

	Client #1's Fiduciaries		Client #2's Fiduciaries
1		1	
2		2	
3		3	

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After your death: Funeral & Burial Instructions, Donation of Organs/Body, etc.

Funeral Instructions: \_\_\_\_\_

Religious Observations: \_\_\_\_\_

Donation of Organs, Tissues & Fluids: \_\_\_\_\_

Disposition of Body: \_\_\_\_\_



**YOUR WISHES (Who receives your wealth after your death?):** Please indicate your wishes as to who benefits from your estate. You may have thoughts on your beneficiaries already, or you may want to discuss your objectives with me before forming your decisions. Either way is perfectly fine.

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### WHO BENEFITS?

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Please indicate your intended beneficiaries:

Beneficiary: \_\_\_\_\_ How do they benefit: \_\_\_\_\_  
Contingent Beneficiary: \_\_\_\_\_ How do they benefit: \_\_\_\_\_

Beneficiary: \_\_\_\_\_ How do they benefit: \_\_\_\_\_  
Contingent Beneficiary: \_\_\_\_\_ How do they benefit: \_\_\_\_\_

Beneficiary: \_\_\_\_\_ How do they benefit: \_\_\_\_\_  
Contingent Beneficiary: \_\_\_\_\_ How do they benefit: \_\_\_\_\_

*Attach additional sheets if necessary*

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### HOW BENEFICIARIES CAN BENEFIT

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You have essentially endless options to choose from. Please consider the information below as a tasting menu, a short summary of a few options, to get you thinking.

Outright Gifts: A gift to a beneficiary with no strings attached.

Use of Trusts: You can control receipt of an inheritance by using a trust (some examples of “strings”):

Staggered Distributions: Provide for your beneficiaries as to one-third of their inheritance at age 25, one-half of the remainder at age 30, and the rest at age 35. *Ages/amounts are up to you.*

Annual Distribution Right: You can provide your beneficiaries with the right to demand a distribution, not subject to the trustee’s discretion. If the trustee doesn’t agree, the distribution will be made anyway. Typically in a “demand right” distribution, the beneficiary is permitted to demand up to a certain amount, usually a percentage of the trust (1%, 5%, 10%, etc.), or a dollar amount (\$10,000, \$100,000, \$1,000,000, etc.). A “right” to demand is subject to *their* creditors.

Health, Education, Support & Maintenance (HESM): You can provide your beneficiaries with the ability to receive benefit for their HESM, which means the funds only come out of the trust essentially when the beneficiary needs it. Their “need” here is also subject to *their* creditors.

Hybrids: You can provide for all your beneficiaries in a common fund until the youngest of them is a certain age, then divide the common fund into shares for each person. This hybrid is used to ensure that children gain a similar benefit from their parents, and inherit more equitably.

Trustee’s Total Discretion: Give your trustee total discretion to make distributions, and thereby give no rights to the beneficiaries. This method offers the most potential for creditor protection.

Restricted Trustee’s Discretion: Similar to Total Discretion, but add restrictions to the Trustee’s discretion, which can further provide protections to the beneficiaries (special needs trusts).

The downside of creating an entitlement of an inheritance to the beneficiary is that the beneficiary’s creditors (divorcing spouses, credit cards, tax authorities, etc.) can reach the inheritance.



**FINANCIAL INFORMATION**

**REAL ESTATE (Primary Residence, Vacation Property, Time Share, etc.)**

Address / Location	Date of Purchase & Purchase Price	Current Value	Mortgage, if any	Ownership (individually, joint with rights of survivorship, tenants by the entirety, tenants in common, etc.)

**CLOSELY HELD BUSINESSES (Partnership, S-Corporation, Limited Liability Company, etc.)**

Name of Entity	Type of Entity	Value & Date of Value	Ownership (individually, joint, in trust, etc.)	State of Formation

**LIFE INSURANCE (Whole, Term, Universal, Employer Provided, etc.)**

Provider's Name	Type of Policy & Death Benefit Amount	Cash Value (if any) & Date	Ownership (individually, joint, in trust, etc.)	Beneficiary Designation



**RETIREMENT ACCOUNTS** (Pension Plan, 401(k), 403(b), 457(f), Traditional IRA, Roth IRA, etc.)

Institution & Account No. (last few digits only)	Value	Date of Value	Owner	Beneficiary Designation:

**INVESTMENTS** (Brokerage Accounts, Stocks, Bonds, U.S. Savings Bonds, etc.)

Institution & Account No. (last few digits only)	Value	Date of Value	Ownership (individually, joint, in trust, etc.)	Any Instructions in Place? (payable on death, etc.)

**BANK ACCOUNTS** (Checking, Saving, Money Market, CD, etc.)

Institution & Account No. (last few digits only)	Value	Date of Value	Ownership (individually, joint, in trust, etc.)	Any Instructions in Place? (payable on death, etc.)



**LIABILITIES (Mortgages, Loans (Student, Personal, Car, etc.), and Credit Cards, etc.)**

Institution & Account No. (last few digits only)	Value	Date of Value	Ownership (individually, joint, in trust, etc.)	Other Information

**TANGIBLE PERSONAL PROPERTY (Motor Vehicle, Watercraft, Piano, Grandfather’s Clock, etc.)**

Item of Property	Description & ID Information (VIN, etc.)	Value, Date of Value & Source of Value	Ownership (individually, joint, in trust, etc.)	What are your wishes?

**OTHER PROPERTY (Safe Deposit Box, 529 Plan, UTMA, Educational IRA, MEFA, etc.)**

Item of Property	Value	Date of Value	Ownership (individually, joint, in trust, etc.)	Instructions (payable on death, in trust for someone, etc.)
<b>Safe Deposit Box?</b>				

**DO YOU HAVE ANY OTHER ASSETS OR LIABILITIES?**

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**ARE YOU A BENEFICIARY OF A TRUST?** Please note if you are a beneficiary of a trust, and if so, the name of the trust, trustee, and your interest in the trust (including value).

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**DO YOU EXPECT ANY INHERITANCES?** Please note if you expect to receive any inheritance, and if so, as much information as you have.

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**PRIOR GIFTING** Please note if you have made gifts in excess of \$10,000 to any individual in any calendar year, in detail.

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**PERSONAL & PROFESSIONAL ADVISORS**

CPA: \_\_\_\_\_  
Name: Address: Phone: Email:

Financial Planner: \_\_\_\_\_  
Name: Address: Phone: Email:

Insurance Advisor: \_\_\_\_\_  
Name: Address: Phone: Email:

Other Attorney: \_\_\_\_\_  
Name: Address: Phone: Email:

Best Friend: \_\_\_\_\_  
Name: Address: Phone: Email:

Best Friend: \_\_\_\_\_  
Name: Address: Phone: Email:

**ANYTHING ELSE YOU WOULD LIKE US TO KNOW** Please let us know.

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**HOW DID YOU FIND OUR OFFICE?**

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