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*Estate Planning  
Questionnaire*

*This questionnaire has been designed to assist your attorney in the analysis of your estate planning legal document needs. The quality of the data has a direct impact upon the quality of the analysis and planning recommendations. Please take time to complete the questionnaire as thoroughly as possible and provide all supporting documentation. All of the information contained herein and the planning proposal will be held in strictest confidence.*

The information requested on this worksheet may seem like *none of an attorney's business*, but it is very important that an Estate Planning Attorney understands your present situation and your wishes for the future. This information enables us to plan the estate to accomplish future goals and to save on taxes and administrative expenses.

If you are married and all information on this worksheet is identified for you and your spouse, fill out one worksheet only. If information for each spouse differs, make a copy of this worksheet so each spouse has one to fill out.

For those of you who are single, we apologize for phrasing everything based on husband and wife. This is for simplicity of the form only. To fill out forms, please fill in the wife's blanks if you are female and the husband's blanks if you are male.

Estate planning is very important for singles as well as couples. Plan of distribution for singles is not obvious and most or all assets will be probated since joint tenancy with a spouse is not an available method of avoiding probate.

Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

HUSBAND

\_\_\_\_\_

*First*                                      *Middle Initial*                                      *Last*

\_\_\_\_\_

*Date of Birth*                                      *Social Security Number*

WIFE

\_\_\_\_\_

*First*                                      *Middle Initial*                                      *Last*

\_\_\_\_\_

*Date of Birth*                                      *Social Security Number*

\_\_\_\_\_

*Street*                                      *City*                                      *State*                                      *Zip*                                      *County*

Marital Status:    \_\_\_\_\_ Married    \_\_\_\_\_ Divorced    \_\_\_\_\_ Separated    \_\_\_\_\_ Single  
(including widowed and not remarried)

What is your primary motivation for considering estate planning:  
(Select one or more)

- Probate Avoidance
  - Federal Estate Tax Planning (for estates over \$1,500,000)
  - Concerns about Potential
  - Guardianship for Minor Children
  - Nursing Home Expenses
  - Business of Farm Planning
  - Other:
- \_\_\_\_\_

How soon would you like to complete planning? Is there a specific deadline, such as an upcoming trip, surgery, etc.? \_\_\_\_\_

	<u>Husband</u>		<u>Wife</u>	
Do you presently have a will?	Yes	No	Yes	No
Do you presently have a trust?	Yes	No	Yes	No
Are you interested in avoiding probate of your estate?	Yes	No	Yes	No
Were there any previous marriages?	Yes	No	Yes	No
Are any of your children not from your current marriage?	Yes	No	Yes	No
Are any of your children or other Beneficiaries handicapped?	Yes	No	Yes	No
Do you own a farm or business?	Yes	No	Yes	No
If yes, do any of your children work in the business with you?	Yes	No	Yes	No
If yes, does the child working in the business have an ownership interest in the business?	Yes	No	Yes	No
Is the need for nursing home care probable in the next three years?	Yes	No	Yes	No
Is preserving assets from nursing home costs important enough to you that you would feel comfortable giving up control of assets to someone else, such as a family member?	Yes	No	Yes	No
Do you own a long-term care (nursing home) insurance policy?	Yes	No	Yes	No
Are there any serious health problems?	Yes	No	Yes	No

If yes, please describe briefly: \_\_\_\_\_

Do you hold everything jointly with your spouse, or is some property separate?      All joint      Some separate  
(except IRAs,      (except IRAs,  
pensions, etc.)      pensions, etc.)

**NET WORTH:** If you added the value of all property owned by yourself and your spouse including real estate, personal property, bank accounts, stocks, bonds, IRAs, death benefits on life insurance policies, and anything else you own, what is the approximate total value of the estate of yourself and your spouse?

What is the total amount of your outstanding liabilities? \_\_\_\_\_

**ASSET/LIABILITY INFORMATION**

Please list your asset/liability information in the appropriate category below.

Attach a separate page if necessary.

Type of Asset	Title in Which Held (Husband sole; Wife sole; Joint with spouse; Joint with third party; Survivorship marital; or Tenants in common)	Current Value
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**REAL ESTATE**

Personal Residence		
Vacant Land		
Other		

**LIQUID ASSETS (Include Account Number and Where Held)**

Cash on Hand		
Government and Publicly Traded Securities		
Unlisted Securities (Not Publicly Traded)		
Money Market Accounts		
Equity in Business Sole Prop. Or Partnership		
Notes and Loans Receivable		

Type of Asset	Title in Which Held (Husband sole; Wife sole; Joint with spouse; Joint with	Current Value
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(Include account number)	third party; Survivorship marital; or Tenants in common)	
Checking Accounts		
Savings Accounts		
Annuities		
IRAs		
Pension/Profit Sharing		
Life Insurance		
Certificates of Deposit (include renewal date) - List next to boxes. Put a T in box if copy is attached. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Automobiles - List next to boxes. Put a T in box if copy of title is attached. <input type="checkbox"/> <input type="checkbox"/>		
Other Personal Property		
Other Assets		

LIABILITIES	Name Loan Taken In:	Amount Owed

### CHILDREN OR OTHER BENEFICIARIES

Name	Address	Date of Birth	Relationship

### APPOINTMENTS

1. **PERSONAL REPRESENTATIVE.** The will should name a personal representative to probate the estate. (Personal representative is also sometimes referred to as executor or administrator.) Most people name their spouse as primary personal representative, with a child, relative, friend, or corporate trustee as alternate.

PERSONAL REPRESENTATIVE: \_\_\_\_\_  
 ALTERNATE: \_\_\_\_\_

2. **SUCCESSOR TRUSTEE.** If you choose to avoid probate of your estate by executing a living trust during lifetime, a successor trustee should be named. The successor trustee would be responsible for managing assets if neither you nor your spouse could manage assets due to incompetence, and the successor trustee would distribute assets to beneficiaries after neither you nor your spouse survive. The successor trustee is often the same individual or institution named as alternate personal representative.

SUCCESSOR TRUSTEE: \_\_\_\_\_  
 ALTERNATE: \_\_\_\_\_

### PLAN OF DISTRIBUTION

1. **SPECIFIC GIFTS.** Do you want to make charitable gifts, such as to a church or other institution? Do you wish to make a special gift to a particular person, such as a piece of jewelry to a particular child?

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2. Do you own any pets? What do you want to happen to them if you become ill or die?
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3. Briefly describe your desired plan of distribution for assets remaining after any specific gifts are distributed: (Don't worry about tax planning or other considerations in answering this question. We'll consider those details later.)
- All to spouse; then equally between children, and if a child didn't survive, the deceased's child's children would take the share of the deceased child.
  - All to spouse, then equally between surviving children
  - All to spouse, then \_\_\_\_\_
- As follows: \_\_\_\_\_
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4. **ULTIMATE DISTRIBUTION.** You might want to provide for the distribution of your property if neither you, your spouse nor your children or other beneficiaries named above survive a common disaster.
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**PLEASE COMPLETE THIS SECTION ONLY IF  
YOU HAVE MINOR OR DISABLED BENEFICIARIES**

1. **GUARDIAN.** If you have minor children or an incompetent child, you will need to appoint a guardian. The guardian is responsible for the day-to-day care of the child. It is a good idea to name an alternate guardian in the event your first choice cannot serve.  
**GUARDIAN:** \_\_\_\_\_  
**ALTERNATE:** \_\_\_\_\_
2. **TESTAMENTARY TRUSTEE.** You may need a trustee to manage assets for children until they reach an age when you believe they should be capable of managing property on their own. A trustee can keep the children's money invested wisely and use it for their education, support, etc., until they reach the age specified for outright distribution of assets to them. The trustee can be a relative, friend, trust company or other person you trust to manage and distribute assets according to your wishes. The testamentary trustee can be the same person named as the guardian, or could be a different person.  
**TESTAMENTARY TRUSTEE:** \_\_\_\_\_
3. **AGE OF DISTRIBUTION.** If you do establish a trust to allow a third party to manage assets for beneficiaries, then it is necessary for you to decide when the beneficiaries will be mature enough to manage assets on their own. You may want to give each beneficiary his/her share at the time the beneficiary reaches a particular age. You may consider splitting the distribution, such as 2/3 at age 25 and the balance at age 30, or 1/3 at 21, 1/3 at 25, and 1/3 at 35. You may use any age or combination of ages that you choose.
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