

Estate Planning and Probate Law Firm

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Board Certified - Estate Planning & Probate Law Texas Board of Legal Specialization

# FAMILY WEALTH INVENTORY AND ASSESSMENT

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

#### **INSTRUCTIONS:**

If you are single, please complete the information for Client 1.

If you are married, or you are in a relationship and we will be planning for both you and your spouse or partner, please complete the information for Client 1 and Client 2.

PERSONAL INFORMATION					
	Client 1	Client 2			
Legal Name:					
Preferred Name:					
Date of Birth:					
Home Address:					
County of Residence:					
Email Address:					
Phone Number:					

# **PRELIMINARY QUESTIONS**

In some instances, it is necessary for us to review other documents before we can make planning recommendations. If applicable, please bring the documents requested below with you to our first meeting:

Do you have a **Premarital Agreement** or **Marital Property Agreement**?

 $\Box$  Yes  $\Box$  No If Yes, please bring a copy.

Is there a **Divorce Decree** or **Property Settlement Agreement** for divorce under which continued obligations exist (child support, spousal support, maintain life insurance, etc.)?

 $\Box$  Yes  $\Box$  No If Yes, please bring a copy.

Have you ever filed a gift tax, estate tax, or trust tax return?

 $\Box$  Yes  $\Box$  No If Yes, please bring a copy.

Have you previously executed existing planning documents (wills, trusts, powers of attorney, health care directives, etc.)

 $\Box$  Yes  $\Box$  No If Yes, please bring a copy.

# FAMILY INFORMATION

Child's Full Name:					
Child from:	[] Child of Clie	ent 1 & 2	[] Child c	of Client 1	[] Child of Client 2
Age or Date of Birth:					
Sex:	[] Male	[]	Female		
Other Info.	[] Adopted	[]	Deceased	[] Special I	Needs
Marital Status:	[] Single	[]	Married	[] Divorced	d [] Widowed
Grandchildren:		Age	Step-Child	<u>Adopted</u>	Special Needs
1.			[]	[]	[]
2.			[]	[]	[]
3.			[]	[]	[]
4.			[]	[]	[]
5.			[]	[]	[]

FAMILY INFORMATION						
Child's Full Name:						
Child from:	[] Child of Clie	ent 1 & 2	[ ] Child o	of Client 1 [	] Child of Client 2	
Age or Date of Birth:						
Sex:	[] Male	[]	Female			
Other Info.	[] Adopted	[]	Deceased	[] Special N	leeds	
Marital Status:	[] Single	[]	Married	[] Divorced	[] Widowed	
Grandchildren:	-	Age	Step-Child	Adopted	Special Needs	
1.			[]	[]	[]	
2.			[]	[]	[]	
3.			[]	[]	[]	
4.			[]	[]	[]	
5.			[]	[]	[]	

	FAMILY	' INF	ORMA	ΓΙΟΝ	
Child's Full Name:					
Child from:	[] Child of Clie	ent 1 & 2	[] Child o	f Client 1 []	Child of Client 2
Age or Date of Birth:					
Sex:	[] Male	[]	Female		
Other Info.	[] Adopted	[]	Deceased	[] Special Neo	eds
Marital Status:	[] Single	[]	Married	[] Divorced	[] Widowed
Grandchildren:		Age	Step-Child	Adopted	Special Needs
1.			[]	[]	[]
2.			[]	[]	[]
3.			[]	[]	[]
4.			[]	[]	[]
5.			[]	[]	[]

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# FAMILY INFORMATION

Child's Full Name:					
Child from:	[] Child of Clie	ent 1 & 2	[] Child o	of Client 1 [	] Child of Client 2
Age or Date of Birth:					
Sex:	[] Male	[]	Female		
Other Info.	[] Adopted	[]	Deceased	[] Special No	eeds
Marital Status:	[] Single	[]	Married	[] Divorced	[] Widowed
Grandchildren:		Age	Step-Child	Adopted	Special Needs
1.			[]	[]	[ ]
2.			[]	[]	[]
3.			[]	[]	[]
4.			[]	[]	[]
5.			[]	[]	[]

	FAMILY	' INF	ORMA'	ΓΙΟΝ	
Child's Full Name:					
Child from:	[] Child of Clie	ent 1 & 2	[] Child o	of Client 1 [	] Child of Client 2
Age or Date of Birth:					
Sex:	[] Male	[]	Female		
Other Info.	[] Adopted	[]	Deceased	[] Special N	Needs
Marital Status:	[] Single	[]	Married	[] Divorced	l [] Widowed
Grandchildren:	-	Age	Step-Child	Adopted	Special Needs
1.			[]	[]	[]
2.			[]	[]	[]
3.			[]	[]	[]
4.			[]	[]	[]
5.			[]	[]	[]

	FAMILY	(INF	ORMA	ΓΙΟΝ	
Child's Full Name: Child from:	[] Child of Clie	ent 1 & 2	[] Child o	f Client 1 [ ]	Child of Client 2
Age or Date of Birth: Sex: Other Info.	[] Male [] Female   [] Adopted [] Deceased [] Special Needs				
Marital Status: Grandchildren:	[] Single	[] Age	Married Step-Child	[] Divorced Adopted	[] Widowed Special Needs
<u>1.</u> 2.			[]		[]
3. 4.			[]	[]	[]
5.			[]	[]	[]

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## PERSONAL CONCERNS ASSESSMENT

One of our objectives is to assist clients in identifying their concerns and anxieties. All too often in the planning process, a client will discover that there are other, more pressing concerns than the initial concern that caused them to begin the planning process. Please review the following areas of concerns that we frequently hear from clients, identify those which are of concern to you, and provide us with some sense of how concerned you are with that particular risk. This information will assist us in focusing our conversations toward the issues that are most important to you.

Many of the statements below contain the term "beneficiary". A beneficiary could be a child, grandchild, niece, nephew, other family member, or other individual you desire to leave assets to upon your death.

	None	Level of Low	Concern Medium	High
<b>Custodian of Minor Children.</b> I am concerned that if I die, my minor children will be placed in the custody of someone other than those whom I desire.				
<b>Beneficiaries' Creditors.</b> I am concerned that the beneficiaries of my estate will lose their inheritance to their creditors, lawsuits, or divorcing spouses.				
<b>Fiscal Immaturity.</b> I am concerned that the beneficiaries of my estate will lose their inheritance due to their mismanagement of the money.				
<b>Influential Spouses.</b> I am concerned an influential spouse might get control over the inheritance I leave to a beneficiary.				
<b>Mismanagement.</b> I am concerned the person in charge of managing a beneficiary's inheritance might squander or mismanage the assets.				
<b>Education.</b> I am concerned my children might not provide for my grandchildren's education.				

	None	Level of Low	Concern Medium	High
<b>Current Government Benefits.</b> I am concerned a bequest I would like to make to a disabled beneficiary will go to the government or make him or her ineligible for needs-based government benefits, such as Medicaid.				
<b>Future Government Benefits.</b> I am concerned a beneficiary of my estate might become disabled and be prevented by my bequest from qualifying for needs- based government benefits.				
<b>Spouse's/ Partner's Control of Assets.</b> I would like to know that if I die first, our assets will be available to my spouse/partner but upon the death of my spouse/partner, they will pass to the beneficiaries that I choose.				
<b>Family Disputes.</b> I am concerned about a beneficiary commencing a lawsuit because he or she is unhappy with what they received from my estate.				
Hard-to-Divide Assets. I have a significant asset that is not easily divisible (such as a business or vacation home), and I am concerned that disputes will arise among my beneficiaries about that asset.				
<b>Values and Virtues.</b> I value productivity and a work ethic and I am concerned that the inheritance I leave to my beneficiaries might impede their becoming productive citizens.				
<b>Parents.</b> I am concerned that my or my spouse's/partner's parents will need financial support if I or my spouse and I die prematurely.				

		Level of	f Concern	
-	None	Low	Medium	High
<b>Guardianship.</b> I am concerned that if my spouse and/or I were to become disabled, a guardianship will be required giving someone the legal ability to make health care and financial decisions for me.				
HIPAA for Me and My Spouse/Partner. I am concerned that, due to HIPAA privacy rules, health care personnel will not disclose my or my spouse's/partner's health care information.				
<b>End of Life.</b> I am concerned that unwanted efforts may be made to prolong my life when it would be better to cease such efforts and let me die peacefully and without pain.				
<b>Disability of Single Adult Children.</b> I am concerned that if a single, adult child of mine becomes disabled, I will not have the legal ability to make medical or legal decisions for my child.				
<b>Estate Taxes.</b> I would like to know how to reduce or eliminate the federal estate tax liability I might have.				
<b>Frivolous Lawsuits.</b> I am concerned about my assets being drained away fighting a frivolous lawsuit.				

	Level of Concern				
	None	Low	Medium	High	
<b>Personal Liability.</b> I am concerned about losing my assets as a result of a suit for personal injury.					
<b>Probate Delays and Costs.</b> I am concerned about the delays and costs my estate will incur if it goes through probate when I die.					
<b>Privacy.</b> I understand that obituary and probate records are now on the internet. I am concerned about my assets being made public and my beneficiaries becoming a target for unscrupulous people.					
<b>Fire Sale.</b> I understand that estate taxes must be paid within nine months after death. I am concerned that raising the cash to pay those taxes may require selling my assets at "fire sale" prices.					
<b>Support.</b> I am concerned that certain non-profit organizations that currently rely on my financial support will also require this support after my death.					
<b>Strategic Giving.</b> I would like to become more knowledgeable of the possible ways that I can financially support my favorite charities without placing my family at an economic disadvantage.					
<b>Final Distributions.</b> I am concerned that too much money will go to the government in the form of taxes at my death rather than to my family or favorite charities.					

#### **REAL PROPERTY**

List any interest in real estate including your family residence, vacation home, time share, vacant land, etc.

General Description and/or Address		Market Value	Loan Balance
	Total		

#### GUNS

Do you own or possess any guns?	$\Box$ Yes	□ No
If Yes, do you own or possess any of the following NFA guns, Title II guns, or Class 3 guns?	□ Yes	□ No
Shotgun having a barrel less than 18 inches in length Shotgun less than 26 inches in overall length Rifle having a barrel less than 16 inches in length Rifle less than 16 inches in overall length Machine gun (any gun that fires more than one round with one pull of the trigger) Silencer, suppressor, or muffler Destructive devise (explosive, grenade, etc.) Bump-stock devise		
If you do own or possess any of these		
How many do you own or possess?		
How many are registered to <b>YOU</b> with the Bureau of Alcohol, Tobacco, Firearms and Explosives (BATF	E)?	

#### **AUTOMOBILES, BOATS AND RVS**

For each motor vehicle, boat, RV, etc., please list the following: general description, market value and loan balance:

General Description		Market Value	Loan Balance
	Total		

#### **BANK & SAVINGS ACCOUNTS**

Please indicate type of account: Checking "C", Savings "S", Certificate of Deposit "CD", Money Market "MM"

<u>Do not include Retirement Accounts, IRAs or 401(k)s here</u> Name of Institution	Туре	Balance
	Total	

#### STOCKS AND BONDS

List any and all stocks and bonds you own. If held in a brokerage account, lump them together under each account.

Stocks, Bonds or Investment Accounts		
	Total	

#### **RETIREMENT PLANS**

Describe the type of retirement plan (ie. Pension, Profit Sharing, SEP, 401(K), IRA) and the current value of the plan **Description** 

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Description	Market Value
Total	

#### **BUSINESS INTERESTS**

Give a brief description of each business interest (ie. general partnership, limited partnership, sole proprietorship, privately owned corporation, professional corporation, oil interest, farm and ranch interest) and the estimated value of the interest.

Description		Market Value
	-	
	Total	

#### LIFE INSURANCE POLICES AND ANNUITIES

	Death Benefit	Cash Value	Insured	Owner	Beneficiary
First Policy			[ ] Client 1 [ ] Client 2 [ ] 2nd to Die [ ] Other	[ ] Client 1 [ ] Client 2 [ ] Joint [ ] Com. Prop. [ ] ILIT	[ ] Client 1 [ ] Client 2 [ ] Children [ ] Other [ ] ILIT
Second Policy			[ ] Client 1 [ ] Client 2 [ ] 2nd to Die [ ] Other	[ ] Client 1 [ ] Client 2 [ ] Joint [ ] Com. Prop. [ ] ILIT	[ ] Client 1 [ ] Client 2 [ ] Children [ ] Other [ ] ILIT
Third Policy			[ ] Client 1 [ ] Client 2 [ ] 2nd to Die [ ] Other	[ ] Client 1 [ ] Client 2 [ ] Joint [ ] Com. Prop. [ ] ILIT	[ ] Client 1 [ ] Client 2 [ ] Children [ ] Other [ ] ILIT
Fourth Policy			[ ] Client 1 [ ] Client 2 [ ] 2nd to Die [ ] Other	[ ] Client 1 [ ] Client 2 [ ] Joint [ ] Com. Prop. [ ] ILIT	[ ] Client 1 [ ] Client 2 [ ] Children [ ] Other [ ] ILIT
Fifth Policy			[ ] Client 1 [ ] Client 2 [ ] 2nd to Die [ ] Other	[ ] Client 1 [ ] Client 2 [ ] Joint [ ] Com. Prop. [ ] ILIT	[ ] Client 1 [ ] Client 2 [ ] Children [ ] Other [ ] ILIT
Total				ן זיביי	נויביי

**Estimated Value** 

**Market Value** 

#### MONEY OWED TO YOU

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

Name of Debtor	Date of Note	Maturity Date	Current Balance
		Total	

#### ANTICIPATED INHERITANCE, GIFT, OR LAWSUIT JUDGMENT

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.

Description

Total estimated value

#### **OTHER ASSETS**

Other property is any property that you have that does not fit into any listed category. **Description** 

Total

#### 

### SUMMARY VALUE OF ASSETS

## **INCOME:**

If you need advice on qualifying for Medicaid, please provide the following information on your recurring monthly income:

CLIENT 1'S INCOME	MONTHLY AMOUNT
Social Security	
Pension	
Other Retirement Income	
Rental Income	
Royalty Income	
Annuity Income	
Other Income	
CLIENT 2'S INCOME	MONTHLY AMOUNT
Social Security	
Pension	
Other Retirement Income	
Rental Income	
Royalty Income	
Annuity Income	
Other Income	

#### **EXECUTORS:**

You will need to name an Executor. Upon your death, your Executor will be in charge of identifying and collecting all of your assets, paying all of your final debts, bills, and expenses, and distributing your remaining assets according to the terms and provisions of your Last Will and Testament. We also recommend that you name one or more successor Executors if the first Executor you have named is unable to serve. Please take some time to consider who you would like to name as Executor and successor Executor(s).

		CLIENT 1		CLIENT 2
1.	Name:		Name:	
2.	Name:		Name:	
3.	Name		Name:	
4.	Name		Name:	

### **TRUSTEES OF DESCENDANTS' TRUSTS:**

If you have minor children, we recommend you leave assets to them in trust until such time as they reach an age when they are mature enough to manage their inheritance themselves. You will need to name an individual or corporate trustee to serve as Trustee for your minor children. We also recommend that you name one or more successor Trustees to serve in the event the primary Trustee is unable to serve. Please take some time to consider who you would like to name as primary and successor Trustees.

#### CLIENT 1

#### **CLIENT 2**

1.	Name:	 Name:	
2.	Name:	 Name:	
3.	Name	 Name:	
4.	Name	 Name:	

### **STATUTORY DURABLE POWER OF ATTORNEY:**

The Statutory Durable Power of Attorney is a very powerful document designed to allow the designated person or persons to manage your financial affairs in the event you become incapacitated. For instance, your agent will have the power to do such things as buy and sell real estate, open and close bank accounts, and sign tax returns. These are just a few of the powers commonly given to an agent. Accordingly, your agent needs to be a person you trust completely.

We recommend that you name a primary agent on this document. We also recommend that you name one or more successor agents to serve in the event the primary agent is unable to serve. Please take some time to consider who you would like to name as primary and successor agents.

	<u>C</u>	<u>CLIENT 1</u>	<u>CLIENT 2</u>
1.	Name:	Name:	
2.	Name:	Name:	
3.	Name	Name:	
4.	Name	Name:	

### **HIPAA AUTHORIZATION and MEDICAL POWER OF ATTORNEY:**

The HIPAA Authorization includes release language addressing the issue of privacy relating to your medical information. The HIPAA release language allows the designated person or persons to obtain all medical information about you. This release language is in response to a privacy law, known as the Health Insurance Portability and Accountability Act, which makes it difficult for anyone other than you to obtain this type of information.

The Medical Power of Attorney allows the designated person or persons to consent to medical care on your behalf should you suffer an injury or become mentally disabled. The Medical Power of Attorney is designed to become effective if you become unable to make health care decisions and that fact is certified in writing by a physician. The appointed agent may consent, refuse to consent, or withdraw consent to medical treatment and may make decisions about withdrawing or withholding life-sustaining treatment. The agent's authority begins when the physician certifies that you no longer have the capacity to make health care decisions. Unless stated otherwise, the named agent has the same authority to make decisions about your health care as you would have had.

We recommend that you name a primary agent on this document. We also recommend that you name one or more successor agents to serve in the event the primary agent is unable to serve. Please take some time to consider who you would like to name as primary and successor agents.

		<u>CLIENT 1</u>		CLIENT 2
5.	Name:		Name:	
6.	Name:		Name:	
7.	Name		Name:	
8.	Name		Name:	

## **DECLARATION OF GUARDIAN FOR MINOR CHILDREN:**

If you have minor children, the Declaration of Guardian allows you to name a person or persons to serve as guardians for the minor child or children named in the form in the event you pass away or become incapacitated before they attain the age of eighteen. If you have minor children, please take some time to consider who you would want making legal and medical decisions for them. If you want to name a married couple as guardian for your minor children, then if one of those two individuals were unable to serve as guardian, would you want the remaining individual to serve alone as guardian for your minor children, or if such event occurred, would you rather your second choice of guardian serve?

1.	Name:	
2.	Name:	
3.	Name:	
4.	Name:	

## **PROFESSIONAL ADVISOR INFORMATION**

Do you have any of the following professional advisors? [Note: Please circle appropriate response and complete information requested.]

1. Accountant/Tax Advisor:	Yes	No	Not Sure		
Advisor's Name:					
Address (City/State/Zip):					
Phone: Email:					
2. Investment/Financial Advisor:	Yes	No	Not Sure		
Advisor's Name:					
Address (City/State/Zip):					
Phone: Email:					
3. Life Insurance Agent:	Yes	No	Not Sure		
Agent's Name:					
Address (City/State/Zip):					
Phone:	Er	nail:			
4. Property/Casualty Agent:	Yes	No	Not Sure		
Agent's Name:					
Address (City/State/Zip):					
Phone:					
5. Other Attorney:	Yes	No	Not Sure		
Attorney's Name:					
Address (City/State/Zip):					
Phone:	Er	nail:			