

CAMPBELL FLANNERY

A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW

ESTATE PLANNING QUESTIONNAIRE

This organizer will assist us in designing an estate plan that meets your goals.

All information provided is subject to attorney client privilege.

BASIC INFORMATION

Client #1's Legal Name _____
Prefer to be called _____ Birth date _____
Home address _____ City _____ State _____ Zip _____
Home Phone _____ Mobile Phone _____ Business Phone _____
Email _____ SS# _____ US Citizen? Yes No
Employer _____ Position _____
Business Address _____ City _____ State _____ Zip _____
Marital Status: Married Date: _____ Never Married Life Partner
 Divorced Widowed

Client #2's Legal Name _____
Prefer to be called _____ Birth date _____
Home address _____ City _____ State _____ Zip _____
Home Phone _____ Mobile Phone _____ Business Phone _____
Email _____ SS# _____ US Citizen? Yes No
Employer _____ Position _____
Business Address _____ City _____ State _____ Zip _____
Marital Status: Married Date: _____ Never Married Life Partner
 Divorced Widowed

I. Personal Data

	Client 1	Client 2
Location of Marriage Certificate		
Date of Military Service		
Branch and Organization		
Date of Discharge		
Rank at Discharge		
Service Serial Number of Veterans Claim Number		
Safe Deposit Box Location		

II. Family Data

	Name(s)	Birthday	Address	Date of Death
Children				

Grandchildren (Please indicate parent)				
Client 1's Parents				
Client 1's Siblings				
Client 2's Parents				
Client 2's Siblings				

III. Digital Financial Information and Passwords

Online banking and online financial management are becoming extremely common with computers and smartphones allowing us to handle our finances. Security Experts advise us not to write down our passwords in a place that can be discovered easily. A large number of our clients have started following this advice.

While it is important to follow the advice of the Security Experts, it is also important to secure that information in a place that your spouse, executor or trustee can access following your death. Consequently, when executing your estate planning documents, we also collect a separate list of your Login information for all your email and financial accounts along, as well as any smart phone or tablets you may have.

We will maintain this information in a confidential database, and only disclose it upon your direction, or to your executor or trustee upon your death.

IV. Appointments – People who act of your behalf

If you were unable to make decisions for yourself, who would you want to make those decisions for you? Though the people who fill these ‘appointments’ are called different names in their different roles, they are people that you trust will act or speak on your behalf to protect you, your choices, your family and your estate.

	Name(s)	Location (City, State)
Proposed Executor(s)		
Alternate Executor(s)		
Proposed Guardian(s)		
Alternate Guardian(s)		
Proposed Trustee(s)		
Alternate Trustee(s)		
Backup Healthcare Agent (Client 1)		
Backup Healthcare Agent (Client 2)		

V. Security Brokers

Name	Company	Address/Telephone Number/Email	Approx. Account Bal.

VI. Tax Advisor

Name	Company	Address/Telephone Number/Email

VII. Life Insurance Agents

Name	Company	Address/Telephone Number/Email

VIII. Real Estate

Location	Ownership Status	Present Balance of Mortgage/Lender	Present Value of Property

X. Investments

Type	Location	How Owned	Present Value

XI. Life Insurance owned by you or others

Insurance Company	Insured	Beneficiary	Type	Amount Against Loan	Face Amount

XII. Closely Held Investments

Name of Business and Address	Type (Corp., Partnership, LLC, etc.)	Percentage and Value of Equity	Ownership, Debt or Capital Held By

XIII. Employee Benefits

Type	Beneficiary	Qualified or Nonqualified	Percentage Vested	Current Value
Group Life Insurance				
Accident Insurance				
Stock Option Plan				
Profit Sharing Plan				
Pension Plan				
H.R. 10 Plan				
Deferred Comp. IRA's				
KEOGH				
Other				

XIV. Other Assets

Type	Value

XV. Liabilities

Type (Individual, Financial Institution, Tax, Charitable, etc.)	Name of Creditor	Due Date	Amount of Debt

XVI. Specific Bequests

Beneficiary	Items to Leave to Beneficiary

Are you a party to a prenuptial or ante nuptial agreement? (If so, please attach a copy to this questionnaire.)

Are you a party to a separation agreement and/or a divorce or annulment agreement? (If so, please attach a copy to this questionnaire.)

Burial Instructions (Location of burial plots, cremation; etc.)

Other Information

(Add here anything else you feel we might need, such as information about relatives with disabilities, Uniform Gifts to Minors Act accounts for your children or grandchildren, or any other relevant information.)

PRIVACY STATEMENT

In the course of providing our clients with income tax, estate tax, gift tax, business planning and financial advice, we receive private, non-public information. We collect this information directly from you and from other service providers, when authorized by you to do so. It is our policy that any information, particularly financial information and sensitive personal information provided by you or your agents to us for purposes of our business relationships, is to be disclosed only under the following conditions:

Our Staff. Employees of our office may need such information to conduct or conclude a transaction for which you have engaged our services. Access to client information is strictly limited to the specific items needed to perform the services you may require.

Outside Professionals. In the course of providing services that you request, an outside service might be used to evaluate your financial, insurance, investing, or tax options. We insist that any such information needed by outside firms for business purposes must be considered confidential. We notify those outside sources that this business policy must be honored and such service providers are responsible for honoring Federal Trade Commission regulations.

Others, by Client Request. If you ask to work with one of your advisors, you must expect us to share pertinent information to complete the tasks you require of us.

Security. We maintain physical, electronic and procedural guidelines and safeguards that comply with federal regulations to guard clients’ private, personal information (in fact, *all* information you give us is handled in such a manner.)

New provisions from the Federal Trade Commission require us to notify you that this is our policy and that you have the right to keep non-public, personal information private by notifying us that this is your request. Regardless of the FTC requirements and even if you never request us to keep your non-public information private, we will do so, under the conditions listed above. This has always been our policy, not only in respect to the Federal Trade commission requirements, but also to comply with our moral and ethical responsibilities to you. If you have any questions, whatsoever, please do not hesitate to call.

I have read and understand the explanation titled “Privacy Policy” regarding non-public personal information I may supply and the Federal Trade Commission regulations. By signing this acknowledgement, you agree to the terms stated. You may notify us at any time that you do not want us to disclose your personal information to particular financial advisors or helpers, even though you have previously given us permission to do so.

Client 1- Signature

Client 2- Signature