|  |  |
| --- | --- |
|  | Discovery planning  Please answer the following where applicable. It is important that you disclose all assets and liabilities so we can fully complete the discovery planning process. If any question requires you to complete a lengthy search to ascertain the relevant information, please skip that question. If you need more space, please use the back side of this form or a separate sheet of paper. |

Contact information

| **Your name** |  | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Home address** | | |  | | | | | | | | | |
| **Home phone** | |  | | | | **Home fax** |  | | | **Home email** |  | |
| **Business name** | | | |  | | | | | | | | |
| **Business address** | | | |  | | | | | | | | |
| **Business telephone** | | | | |  | **Business fax** | |  | **Business email** | | |  |

Personal information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your name** |  | **Date of birth** |  | **U.S. citizen** | Yes or No? |
| **Spouse** |  | **Date of birth** |  | **U.S. citizen** | Yes or No? |

**Children**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s name** |  | **Date of birth** |  |
| **Child’s name** |  | **Date of birth** |  |
| **Child’s name** |  | **Date of birth** |  |
| **Child’s name** |  | **Date of birth** |  |
| **Child’s name** |  | **Date of birth** |  |
| **Child’s name** |  | **Date of birth** |  |

Personal information (cont’d)

**Grandchildren**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grandchild’s name** |  | **Date of birth** |  |
| **Grandchild’s name** |  | **Date of birth** |  |
| **Grandchild’s name** |  | **Date of birth** |  |
| **Grandchild’s name** |  | **Date of birth** |  |
| **Grandchild’s name** |  | **Date of birth** |  |
| **Grandchild’s name** |  | **Date of birth** |  |
| **Grandchild’s name** |  | **Date of birth** |  |
| **Grandchild’s name** |  | **Date of birth** |  |
| **Grandchild’s name** |  | **Date of birth** |  |
| **Grandchild’s name** |  | **Date of birth** |  |

**Living parents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |

**Siblings**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |
| **Name** |  | **Date of birth** |  |

Advisors

**Attorney**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Firm** |  |
| **Telephone** |  | **E-mail** |  |

**Accountant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Firm** |  |
| **Telephone** |  | **E-mail** |  |

**Financial advisor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Firm** |  |
| **Telephone** |  | **E-mail** |  |

**Insurance agent**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Firm** |  |
| **Telephone** |  | **E-mail** |  |

Personal assets

|  |  |  |
| --- | --- | --- |
| **Asset** | **Owner \*** | **Current value** |
| Residence |  | $ |
| Real estate |  | $ |
| Securities |  | $ |
| Cash |  | $ |
| Automobiles |  | $ |
| Home furnishings |  | $ |
| Personal \*\* |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  |  |
|  |  | $ |

\* Owner: H = Husband; W = Wife; J = Joint with spouse; C = Community Property; T = Irrevocable trust

\*\* List items of extraordinary value (e.g. more than $10,000 such as jewels, furs, collections, etc.)

Business assets

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of business** | **Type of business** | **Business form \*** | **% Owned** | **Estimated value** |
|  |  |  | % | $ |
|  |  |  | % | $ |
|  |  |  | % | $ |
|  |  |  | % | $ |

\* C = Corporation; P = Partnership; SP = Sole proprietorship; LLC = Limited liability company

Income producing assets

|  |  |  |
| --- | --- | --- |
| **Asset** | **Owner \*** | **Annual income** |
| Salary |  | $ |
| Salary |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |

\* Owner: H = Husband; W = Wife; J = Joint with Spouse; C = Community Property; T = Irrevocable trust

Life insurance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Insured** | **Owner** | **Beneficiary** | **Death benefit** | **Face amount** | **Surrender amount** |
|  |  |  | $ | $ | $ |
|  |  |  | $ | $ | $ |
|  |  |  | $ | $ | $ |
|  |  |  | $ | $ | $ |
|  |  |  | $ | $ | $ |

\* Owner: H = Husband; W = Wife; J = Joint with spouse; C = Community property; T = Irrevocable trust

Qualified plan assets

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plan** | **Plan 1** | **Plan 2** | **Plan 3** | **Plan 4** |
| Participant\* |  |  |  |  |
| Community property | Yes or No? | Yes or No? | Yes or No? | Yes or No? |
| Balance | $ | $ | $ | $ |
| Beneficiary |  |  |  |  |

\* H = Husband; W = Wife

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Pre-retirement accumulations** | |  | | |  | | |  | | |  |
| Current balance | $ | | | | | $ | | | $ | | | | $ | | | |
| Annual deposit | $ | | | | | $ | | | $ | | | | $ | | | |
| Start in year |  | | | | |  | | |  | | | |  | | | |
| Continue for years |  | | | | |  | | |  | | | |  | | | |
| Percent increase per year | % | | | | | % | | | % | | | | % | | | |
| Accumulation | $ | | | | | $ | | | $ | | | | $ | | | |
|  |  | | | | | |  | | |  | | | | |  | | | |
| **Retirement distribution phase** | | | |  | | |  | | |  | | | | |  | | | |
| Start in Year |  | | | | |  | | |  | | | | |  | |
| Continue for Years |  | | | | |  | | |  | | | | |  | |
| Annual Distribution | $ | | | | | $ | | | $ | | | | | $ | |
| Percent Increase per Year | % | | | | | % | | | % | | | | | % | |
| Accumulation | $ | | | | | $ | | | $ | | | | | $ | |
|  |  | | | | | |  | | |  | | | | |  | | | |
| **Spouse’s distribution from IRA** | | |  | | | |  | | |  | | | | |  | | | |
| Spouse’s Annual Distribution | $ | | | | | $ | | | $ | | | | | $ | | | |
| Start in Year |  | | | | |  | | |  | | | | |  | | | |
| Continue for Years |  | | | | |  | | |  | | | | |  | | | |

Other assets

**Promissory notes – list debts owed to you**

|  |  |  |
| --- | --- | --- |
| **Estimated balance** | **Borrower** | **Date due** |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| $ |  |  |
| $ |  |  |

**Inheritance – list inheritances anticipated**

|  |  |  |
| --- | --- | --- |
| **From whom** | **To whom** | **Estimated amount** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |

Liabilities

|  |  |  |
| --- | --- | --- |
| **Category** | **Owner \*** | **Current liability** |
| Residence |  | $ |
| Real estate |  | $ |
| Business |  | $ |
| Automobiles |  | $ |
| Promissory notes |  | $ |
| Credit cards |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |

\* Owner: H = Husband; W = Wife; J = Joint with spouse; C = Community property; T = Irrevocable trust

Current estate plan

|  |  |
| --- | --- |
| **Existing wills?** | Yes or No? |
| **Existing revocable living trust?** | Yes or No? |
| **By-pass trust created by will or living trust?** | Yes or No? |

**Division of estate at death (use % of estate or specific $ amount):**

Husband

|  |  |  |
| --- | --- | --- |
| **Recipient** | **% of Estate** | **$ Amount** |
| Spouse | % | $ |
| Children | % | $ |
| Other | % | $ |

Wife

|  |  |  |
| --- | --- | --- |
| **Recipient** | **% of Estate** | **$ Amount** |
| Spouse | % | $ |
| Children | % | $ |
| Other | % | $ |

|  |  |
| --- | --- |
| **Existing powers of attorney for financial matters?** | Yes or No? |
| **Existing powers of attorney for health care?** | Yes or No? |
| **Other trust arrangements?** | | |
| If yes, list trust arrangements here | | |

Current estate plan (cont’d)

Current gifts:

**Husband**

|  |  |
| --- | --- |
| Annual amount $ | To whom |
| Annual amount $ | To whom |
| Annual amount $ | To whom |
| Annual amount $ | To whom |
| Annual amount $ | To whom |
| Annual amount $ | To whom |

**Wife**

|  |  |
| --- | --- |
| Annual amount $ | To whom |
| Annual amount $ | To whom |
| Annual amount $ | To whom |
| Annual amount $ | To whom |
| Annual amount $ | To whom |
| Annual amount $ | To whom |

Amount of previous gifts not shielded by the unified credit:

|  |  |
| --- | --- |
| **Husband** | $ |
| **Wife** | $ |

Fiduciaries

**Guardians: initial**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Telephone** |  | **E-mail** |  |

**Guardians: successor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Telephone** |  | **E-mail** |  |

**Executors/trustees: initial**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Telephone** |  | **E-mail** |  |

**Executors/trustees: successor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Telephone** |  | **E-mail** |  |