

ESTATE PLANNING WORKSHEET

JOINT/COUPLE REVOCABLE LIVING TRUST

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

THE UKOHA-AJIKE LAW GROUP
A PROFESSIONAL CORPORATION

***PLEASE COMPLETE ALL INFORMATION PRIOR TO YOUR MEETING. PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS.**

PERSONAL INFORMATION

Spouse A's Legal Name _____
(Name most often used to title property and accounts)

Male Female

Also Known As _____
(Other names used to title property and accounts)

Prefer to be called _____ Birth Date _____ US Citizen? _____

Home Address _____ City _____ State _____ Zip _____

County of Residence _____

Mailing Address (if different) _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Business Phone _____ Fax _____

E-mail Address _____

- It is okay to communicate with me via my E-mail address.
- It is okay to send documents to my E-mail address.

Spouse B's Legal Name _____
(Name most often used to title property and accounts)

Male Female

Also Known As _____
(Other names used to title property and accounts)

Prefer to be called _____ Birth Date _____ US Citizen? _____

Cell Phone _____

Business Phone _____

E-mail Address _____

- It is okay to communicate with me via my E-mail address.
- It is okay to send documents to my E-mail address.

Date of Marriage _____

Who will be the main contact person? Spouse A Spouse B

CHILDREN

(Use full legal name. Use "JT" if both spouses are the parents, "A" if Spouse A is the parent, "B" if Spouse B is the parent.)

Name and Relationship	Birth date	Parent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER FAMILY MEMBERS

(Use full legal name.)

Name and Relationship	Birth date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADVISORS

Name	Telephone
Personal Attorney _____	_____
Accountant _____	_____
Financial Advisor _____	_____
Life Insurance Agent _____	_____

YOUR CONCERNS

Please rate the following as to how important they are to you:

(H high concern, S some concerned, L low concern, N/A no concern or not applicable)

Description

Level of Concern

Desire to get affairs in order and create a comprehensive plan to manage affairs in case of death or disability.

Providing for and protecting a spouse.

Providing for and protecting children.

Providing for and protecting grandchildren.

Disinheriting a family member.

Providing for charities at the time of death.

Plan for the transfer and survival of a family business.

Avoiding or reducing your estate taxes.

Avoiding probate.

Reduce administration costs at time of your death.

Avoiding a conservatorship (“living probate”) in case of a disability.

Avoiding will contests or other disputes upon death.

Protecting assets from lawsuits or creditors.

Preserving the privacy of affairs in case of disability or at time of death from business competitors, predators, dishonest persons and curiosity seekers.

Plan for a child with disabilities or special needs, such as medical or learning disabilities.

Protecting children’s inheritance from the possibility of failed marriages.

Protect children’s inheritance in the event of a surviving spouse’s remarriage.

Provide that your death shall not be unnecessarily prolonged by artificial means or measures.

Other Concerns (Please list below):

IMPORTANT FAMILY QUESTIONS

(Please check "Yes" or "No" for your answer)	Yes	No
Are you (or your spouse) receiving social security, disability, or other governmental benefits? <i>Describe</i> _____		
Are you (or your spouse) making payments pursuant to a divorce or property settlement order? <i>Please furnish a copy</i>		
If married have you and your spouse signed a pre- or post-marriage contract? <i>Please furnish a copy</i>		
Have you (or your spouse) been widowed? <i>If a federal estate tax return or a state death tax return was filed, please furnish a copy</i>		
Have you (or your spouse) ever filed federal or state gift tax returns? <i>Please furnish copies of these returns</i>		
Have (you or your spouse) completed previous will, trust, or estate planning? <i>Please furnish copies of these documents</i>		
Do you support any charitable organizations now that you wish to make provisions for at the time of your death? <i>If so, please explain below.</i>		
Are there any other charitable organizations you wish to make provisions for at the time of your death? <i>If so, please explain below.</i>		
Are you (or your spouse) currently the beneficiary of anyone else's trust? <i>If so, please explain below.</i>		
Do any of your children have special educational, medical, or physical needs?		
Do any of your children receive governmental support or benefits?		
Do you provide primary or other major financial support to adult children or others?		

ADDITIONAL RELEVANT INFORMATION

PROPERTY INFORMATION

INSTRUCTIONS FOR COMPLETING THE PROPERTY INFORMATION CHECKLIST

General Headings

This *Property Information* checklist is designed to help you list all the property you own and what it is worth. If you do not own property under a particular heading, just leave that section blank. Under certain headings you may own more property than can be listed on this checklist. If so, use **extra sheets** of paper to list your additional property.

Type

Immediately after the heading for each kind of property is a brief explanation of what property you should list under that heading.

“Owner” of Property

How you own your property is **extremely important** for purposes of properly designing and implementing your estate plan. For each property please indicate how the property is titled. When doing so, please use the following abbreviations:

Owner of Property	Use
If married, Spouse A’s name alone, with no other person	A
If married, Spouse B’s name alone, with no other person	B
If married, Joint Tenancy with spouse	JTS
Joint Tenancy with someone other than a spouse, i.e. a child, parent, etc.	JTO
If you cannot determine how the property is owned	?

REAL PROPERTY

TYPE: Any interest in real estate including your family residence, vacation home, time share, vacant land, etc.

General Description and/or Address	Owner	Market Value	Loan Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	<i>Total</i>	_____	_____

FURNITURE AND PERSONAL EFFECTS

TYPE: List separately only major personal effects such as, jewelry, collections, antiques, furs, and all other valuable non-business personal property (*indicate type below and give a lump sum value for miscellaneous, less valuable items.*)

Type or Description	Owner	Market Value
Miscellaneous Furniture and Household Effects (Total)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<i>Total</i>	_____

AUTOMOBILES, BOATS AND RVS

TYPE: List separately each auto, boats, or RV.

Type or Description	Owner	Market Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<i>Total</i>	_____

BANK & SAVINGS ACCOUNTS

TYPE: Checking Account "CA", Savings Account "SA", Certificates of Deposit "CD", Money Market "MM" (*indicate type below*).
Do not include IRA's or 401(k)'s here

Name of Institution	Type	Acct. Number	Owner	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			<i>Total</i>	_____

Note: If Account is in your name (or your spouse's name) for the benefit of a minor, please specify and give minor's name.

STOCKS AND BONDS

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

Name of Stock, Bond, or Investment	Type	Acct. Number	Owner	Current Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			<i>Total</i>	_____

LIFE INSURANCE POLICES AND ANNUITIES

TYPE: Term, whole life, split dollar, group life, annuity.

Name of Institution	Beneficiary(ies)	Type	Acct. Number	Owner	At Death Value
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
				<i>Total</i>	_____

RETIREMENT PLANS

TYPE: Pension (P), Profit Sharing (PS), H.R. 10, IRA, SEP, 401(K).

Name of Institution	Type	Acct. Number	Owner	Current Value
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
			<i>Total</i>	_____

BUSINESS INTERESTS

TYPE: General and Limited Partnerships, Sole Proprietorships, privately owned corporations, professional corporations, oil interests, farm and ranch interests. **ADDITIONAL INFORMATION:** Give a description of the interests, who has the interest, your ownership in the interests, and the estimated value of the interests.

Description	Type	Owner	Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<i>Total</i>			_____

MONEY OWED TO YOU

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

Name of Debtor	Date of Note	Maturity Date	Owed to	Current Balance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<i>Total</i>				_____

ANTICIPATED INHERITANCE, GIFT, OR LAWSUIT JUDGMENT

TYPE: 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. **Describe in appropriate detail.**

Description _____

Total estimated value _____

OTHER ASSETS

TYPE: Other property is any property that you have that does not fit into any listed category.

Type	Owner	Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>Total</i>		_____

SUMMARY OF VALUES

ASSETS	Amount*		Total Value
	Spouse A	Spouse B	
Real Property			
Furniture and Personal Effects			
Automobiles, Boats and RV's			
Bank and Savings Accounts			
Stocks and Bonds			
Life Insurance and Annuities			
Retirement Plans			
Business Interests			
Money owed to you			
Anticipated Inheritance, Etc.			
Other Assets			
Total Assets:			

* *Joint Property values enter 1/2 in Spouse A's column and 1/2 in Spouse B's column.*

TRUSTEES

TRUSTEES AND SUCCESSOR TRUSTEES: These are the persons who would be your trustees, successor trustees and trustees for any sub-trust created in your trust when you pass away.

1st Choice: _____ Relationship to you: _____
 Address _____ City _____ State _____ Zip _____
 2nd Choice: _____ Relationship to you: _____
 Address _____ City _____ State _____ Zip _____

AGENTS

GUARDIAN FOR MINOR CHILDREN: If you have any children under the age of 18, who would you want to be guardian over your children?

1st Choice: _____ Relationship to you: _____
 Address _____ City _____ State _____ Zip _____
 2nd Choice: _____ Relationship to you: _____
 Address _____ City _____ State _____ Zip _____

AGENT FOR FINANCIAL DECISIONS: If you were to pass away or become incapacitated, who would you want to make financial decisions for you and carry out your wishes?

For Spouse A

1st Choice: _____ Relationship to you: _____
 Address _____ City _____ State _____ Zip _____
 2nd Choice: _____ Relationship to you: _____
 Address _____ City _____ State _____ Zip _____
 3rd Choice: _____ Relationship to you: _____
 Address _____ City _____ State _____ Zip _____

For Spouse B

1st Choice: _____ Relationship to you: _____
 Address _____ City _____ State _____ Zip _____
 2nd Choice: _____ Relationship to you: _____
 Address _____ City _____ State _____ Zip _____
 3rd Choice: _____ Relationship to you: _____
 Address _____ City _____ State _____ Zip _____

AGENT FOR HEALTH CARE: If you were unable to make *medical decisions* for yourself because of incapacity, who would you want to make decisions for you with regard to your medical treatment?

For Spouse A

1st Choice: _____ Relationship to you: _____

Phone Number _____

Address _____ City _____ State _____ Zip _____

2nd Choice: _____ Relationship to you: _____

Phone Number _____

Address _____ City _____ State _____ Zip _____

3rd Choice: _____ Relationship to you: _____

Phone Number _____

Address _____ City _____ State _____ Zip _____

For Spouse B

1st Choice: _____ Relationship to you: _____

Phone Number _____

Address _____ City _____ State _____ Zip _____

2nd Choice: _____ Relationship to you: _____

Phone Number _____

Address _____ City _____ State _____ Zip _____

3rd Choice: _____ Relationship to you: _____

Phone Number _____

Address _____ City _____ State _____ Zip _____

DISTRIBUTIONS

SPECIFIC GIFTS: List any *specific* gifts you would like to make (e.g. \$10,000.00 to Joe Smith; 10 inch pearl necklace to Jane Doe). Please indicate whether these gifts are to be made even if the other spouse is alive.

FOR SPOUSE A:

Individual or Charity

Amount or Property

Spouse Takes First?

Yes No
 Yes No
 Yes No
 Yes No
 Yes No
 Yes No
 Yes No

FOR WIFE:

Individual or Charity

Amount or Property

Spouse Takes First?

Yes No
 Yes No
 Yes No
 Yes No
 Yes No
 Yes No
 Yes No

RESIDUAL ESTATE AFTER SPECIFIC GIFTS ARE MADE: How your remaining assets are distributed will be partly determined by what will occur after one spouse passes away. The attorney will guide you in this process.

A. PROVIDING FOR THE SURVIVING SPOUSE UPON DEATH OF FIRST SPOUSE TO DIE

TO SURVIVING SPOUSE WITHOUT TAX PLANNING: We recognize this does not provide any tax planning which may result in our beneficiaries paying significant estate taxes.

- All to surviving spouse. _____% to surviving spouse.
- Minimum allowed by law to surviving spouse.

DIVIDE INTO MARITAL AND FAMILY TRUSTS: Designed to maximize estate tax savings. To accomplish this an amount up to the unified credit (currently \$2,000,000.00) will be transferred to the Family Trust and the balance, if any, to the Marital Trust. This is sometimes referred to as "A/B Trust Planning". The Marital Trust is sometimes referred to as the "A Trust" or "QTIP Trust". The Family Trust is sometimes referred to as the "B Trust", "By-Pass Trust" or "Credit Shelter Trust". Also provides protection for surviving spouse from creditors and predators. You decide how much control you want the surviving spouse to have. In the event of remarriage protects property for your heirs from a new spouse in case of death or divorce.

MARITAL DEDUCATION FORMULA:

- Disclaimer Provision. Clayton Election. Credit Shelter Pecuniary
- Marital Pecuniary. Marital Fractional.

DESIGN OF MARITAL SHARE:

OUTRIGHT: We want to leave property outright to the surviving spouse. We recognize that this offers no protection from creditors, or predators. Allows surviving spouse to leave property to whomever he or she wants. Also allows a new spouse to possibly make claim on property in case of death or divorce

GENERAL APPOINTMENT TRUST: All income and principal are available to the surviving spouse upon demand. The surviving spouse is free to do as he or she pleases. This would include the ability to remove all property in the Marital Share from the trust.

ALL INCOME – PRINCIPAL FOR NEEDS: All income is distributed to surviving spouse; principal is available for his or her needs (health, education and maintenance).

ONLY INCOME: Only income is distributed to surviving spouse. Principal is not available to the surviving spouse.

DESIGN OF FAMILY SHARE:

ALL INCOME – PRINCIPAL FOR NEEDS: All income is distributed to surviving spouse; principal is available for needs (health, education and maintenance).

Are descendants permissible beneficiaries of principal? _____

INCOME AND PRINCIPAL FOR NEEDS: All income and principal is available for needs. Income may be accumulated and not distributed.

Are descendants permissible beneficiaries of income and/or principal? _____

ONLY INCOME: Only income is distributed to surviving spouse. Principal is not available to the surviving spouse.

WHO IS RESPONSIBLE FOR DETERMINING LIFETIME DISTRIBUTIONS: Is surviving spouse the sole trustee with a right to appoint cotrustee (surviving spouse then determines the management and distributions for his or her needs)? Do you wish to name someone to be the cotrustee with the surviving spouse? _____

LIMITED POWER OF APPOINTMENT: Do you want the surviving spouse to be able to modify the way property is to be distributed upon his or her death? Yes No

If so to who may the surviving spouse distribute your property:

- Your descendants

- Your descendants and their spouses
- Your descendants and charities
- Your descendants, their spouses and charities
- Anyone, no limitations

B. DIVISION OF PROPERTY UPON DEATH OF SECOND SPOUSE TO DIE

WHO TO DISTRIBUTE PROPERTY TO:

DIVIDE EQUALLY BETWEEN OUR CHILDREN AND THE DESCENDANTS OF ANY DECEASED CHILDREN:

DIVIDE AMOUNT BETWEEN NAMED INDIVIDUALS and/or CHARITIES:

HOW AND WHEN TO DISTRIBUTE OUR PROPERTY:

DISTRIBUTE OUTRIGHT TO MY BENEFICIARIES: Property is given to beneficiaries with no restrictions. Please note that this provides no protection from creditors or from themselves.

STRUCTURED TRUST: Property is held in trust for your beneficiaries as long as you desire (up to their lifetime). During this time, your beneficiaries will be able to obtain what is necessary for their needs (health, education and maintenance). You may also provide that they receive additional principle (e.g. \$10,000.00 every 5 years). Please list your desires:

REMOTE CONTINGENT BENEFICIARY: Who do you want to receive your property in the remote event that no one listed above is alive to receive your property? Determining the remote contingent beneficiary is not so important that it should cause you to delay completion of your entire estate plan. It can always be changed at a later date.

In the remote event no one listed above is alive to receive my property I want my property distributed as follows:

- To each spouse’s heirs-at-law.
- One-half to Husband’s heirs-at-law and one-half to Wife’s heirs at law.
- To the following named individuals and/or charities:

OFFICE USE ONLY

Date: _____
Fee Quote: _____
Deposit Received: _____
Payment Type: _____
Promised Date: _____