



Estate Planning Worksheet

*Please provide as much of the following information as possible. The information you provide will help the attorney spot specific estate planning issues that need to be discussed as part of the initial consultation and will assist the attorney in designing an estate plan that meets your needs. **The information you provide is confidential.***

PLEASE RETURN THE COMPLETED WORKSHEET TO OUR OFFICE AT LEAST 48 HOURS PRIOR TO YOUR APPOINTMENT VIA POSTAL MAIL OR E-MAIL.

A. GENERAL INFORMATION

1. Full Legal Name _____
 Last 4 digits of Social Security # _____ Date of Birth _____
 Home Address (Street, City, State, Zip) _____
 County of Residence _____ Home Phone # _____
 Primary E-mail Address _____ Cell Phone # _____
2. Place of Employment _____
3. Citizenship Status _____ U.S. Citizen _____ Non-Citizen Resident _____ Other _____
4. How long have you been a resident of North Carolina? _____
5. Have you been married before? Yes _____ No _____
6. If yes to #5, did any prior marriage end in divorce? Yes _____ No _____

(if yes, please provide a copy of any court orders or settlement agreements regarding property division and/or any on-going child support or spousal support obligations)

B. FAMILY INFORMATION

1. Your Children (including any child adopted by you prior to his or her 18th birthday):
 - a) Full Legal Name _____
 Date of Birth _____ Phone Number (if different from yours) _____
 Address (if different from yours) _____
 - b) Full Legal Name _____
 Date of Birth _____ Phone Number (if different from yours) _____
 Address (if different from yours) _____
 - c) Full Legal Name _____
 Date of Birth _____ Phone Number (if different from yours) _____
 Address (if different from yours) _____
2. Other Persons You Want Included in the Estate Plan (Grandchild, Niece/Nephew, Sibling, Parent, etc.)
 - a) Full Legal Name _____
 Date of Birth _____ Relationship to You _____
 Address _____
 - b) Full Legal Name _____
 Date of Birth _____ Relationship to You _____
 Address _____
 - c) Full Legal Name _____
 Date of Birth _____ Relationship to You _____
 Address _____

3. If there are special matters to be addressed for you or any person named in this section (health issues, drug or alcohol dependency, money-management concerns), identify the person and briefly describe the situation. _____
- _____

C. INFORMATION REGARDING EXISTING ESTATE PLAN (IF ANY)

If you answer YES to Questions 1-5 below, please bring a copy of these documents to your consultation.

- | | | | | |
|--|-----|-------|----|-------|
| 1. Do you have a current will? | Yes | _____ | No | _____ |
| 2. Do you have a current trust? | Yes | _____ | No | _____ |
| 3. Do you have a General or Durable Power of Attorney? | Yes | _____ | No | _____ |
| If you answered YES, has it been recorded anywhere? | Yes | _____ | No | _____ |
| 4. Do you have a Health Care Power of Attorney? | Yes | _____ | No | _____ |
| 5. Do you have a Living Will (Advance Health Care Directive)? | Yes | _____ | No | _____ |
| 6. If YES to any of Questions 1-5, when were the documents done and in what state? | | | | |
| _____ | | | | |

- | | | | | |
|---|-----|-------|----|-------|
| 7. Do you hold a safe deposit box? | Yes | _____ | No | _____ |
| If so, at what location of what bank? _____ | | | | |

D. ESTATE PLANNING INFORMATION *(Attach a separate sheet of paper if more space is needed)*

1. Depending upon the design of your estate plan, you may be asked to name a Personal Representative (aka Executor), Trustee, Guardian of your kids, Agent under the Durable Power of Attorney, and Health Care Agent for the Health Care Power of Attorney. While you do not need to name those persons now, the space below has been provided for your use as you consider who might be an appropriate choice for each role (as well as alternates should your first choice be unable or unwilling to perform the responsibilities associated with each position). You should also consider whether there are any circumstances when you would not want a particular person to act on your behalf (e.g., separation, divorce, moving across country, etc.).

2. Do you own unique assets, such as antiques or works of art, which may require special consideration or valuation? *(If yes, please attach a list and description of the items. If you have recent appraisals for any of the items listed, please bring them with you to your consultation.)* _____
- _____

3. Do you own real estate other than your primary residence? _____ If yes, please describe the property (e.g., beach house, cabin, lot, timeshare, etc.) and provide its location (county and state):

4. Do you have any pets or animals in your care? _____

If YES, are you concerned about your pets' continued care after your death? Yes _____ No _____

5. Do you own any type of firearm or accessory (ex: suppressor)? _____

(if yes, you may be asked to provide a complete list with serial numbers at a later date)

6. Are you currently receiving distributions from a family trust? Yes _____ No _____

7. Do you anticipate receiving a sizeable inheritance within the next 5 years? Yes _____ No _____

8. Do you serve as Custodian or Trustee of the assets of others? Yes _____ No _____

9. At my death, I want to make the following specific gifts (e.g., jewelry, furniture, cash, heirlooms, etc.):

Item Description	Name of Recipient
_____	_____
_____	_____
_____	_____
_____	_____

10. At my death, I want to make the following gifts to charity:

Name of Charity	Amount of Bequest
_____	_____
_____	_____
_____	_____

11. Aside from the Specific Bequests and Charitable Bequests identified above, what do you want to do with the rest of your tangible personal property (aka your "stuff")? Below are some of the most common scenarios, but you can come up with your own:

_____ I give all my tangible personal property (not specifically bequeathed) to my surviving children.

_____ I direct my Personal Representative to sell my tangible personal property and add the proceeds of the sale to my Residuary Estate.

Other: _____

12. In the event of a family catastrophe (i.e., no children, grandchildren, or other descendants survive you), where would you like your assets to go (common options include extended family members or charity)?

13. Professional Contact Information

- a) Financial Advisor's Name _____
 Company Name _____
 Phone Number or Email Address _____
- b) Accountant's Name _____
 Company Name _____
 Phone Number or Email Address _____
- c) Insurance Agent's Name _____
 Company Name _____
 Phone Number or Email Address _____

Estate planning is an important and highly personal matter. To be successful, estate planning requires that you disclose information to the firm about your finances that you may consider to be private. PRIVETTE LEGACY PLANNING urges you to make a complete disclosure of your financial matters as a failure to do so would make it impossible for the firm to give you proper advice. PRIVETTE LEGACY PLANNING cannot be held responsible for undesired consequences caused by your failure to disclose pertinent information, and the firm reserves the right to cancel your consultation should you choose not to complete the following Asset Chart. **All information you provide is confidential and will not be shared with anyone outside of the law firm.**

ASSET CHART

Please note the Fair Market Value of each asset identified below. If you have multiple assets for a category, please break them down individually (*for example, if you have two checking accounts, list the two accounts separately rather than combining the balance of the two accounts into one sum*).

<u>DESCRIPTION OF ASSET</u>	<u>CURRENT VALUE</u>
1. Checking Accounts	
2. Savings Accounts	
3. Money Market Accounts	
4. Certificates of Deposit	
5. Treasury Bills / Notes	
6. Individual Stock Certificates and Bonds	

<u>DESCRIPTION OF ASSET</u>	<u>CURRENT VALUE</u>
7. Brokerage Accounts a. Account Balance b. <Margin Account Balance, if any> c. Beneficiary or Transfer on Death Designation	< >
8. IRA, 401 (k), Annuities a. Account Balance b. <Loan Amounts, if any> c. Beneficiary or Transfer on Death Designation	< >
9. Pension Plans	
10. Real Estate – Personal Residence a. Value b. <Mortgage Balance, if any> c. <Home Equity Loan Balance, if any>	< > < >
11. Other Real Estate a. Value b. <Mortgage Balance> c. <Home Equity Loan Balance, if any> d. Is this used as rental property? Yes or No	< > < >
12. Tangible Personal Property (basic furnishings and personal belongings)	
13. Household Items of Special Value (stamps, art, antiques, jewelry, etc.) – APPRAISED VALUE	
14. Insurance Policies a. Policy Death Benefit b. Cash Surrender Value c. Type of Policy (Term, Whole, Universal, Group, etc.) d. <Loan Balance, if any> e. Beneficiary Designation	< >
15. Motor Vehicles (e.g., Cars, Boats, etc.) a. Value b. <Loan Balance, if any>	< >

<u>DESCRIPTION OF ASSET</u>	<u>CURRENT VALUE</u>
16. Business Interests (e.g., family business not publicly traded, corporate or partnership interest, etc.) a. PLLC, LLC, S-Corp, C-Corp, Sole Proprietorship, Partnership, Other? b. Value of your ownership percentage c. <Notes Payable>	 < >
17. Digital Assets (virtual currency like Bitcoin, vlogs or blogs, image and multimedia files, or other digital material you own)	
18. Other Assets – <i>please specify (e.g., percentage interest in family trust, promissory notes or other outstanding debts/loans payable to you, judgments awarded to you that have not yet been paid, unexercised stock options, Timeshare Property or “points”, transferrable airline miles, credit card reward points that have cash value, etc.):</i>	
GRAND TOTAL OF ASSETS	

INITIAL CONSULTATION AGREEMENT

By signing below, I agree to pay the consultation fee. I understand and accept that payment of the fee is required at the conclusion of the consultation and that the amount is owed regardless of whether I retain PRIVETTE LEGACY PLANNING to handle my estate planning needs. If I do retain the services of PRIVETTE LEGACY PLANNING, however, then I understand the consultation fee will be applied toward the total cost of our estate plan if I retain the law firm's services within 14 days of my consultation. Accepted payment methods are cash, personal check, Visa, MasterCard, American Express, or Discover. A \$35.00 fee will be assessed for any personal check returned due to lack of sufficient funds.

By signing below, I affirm that I have completed this Worksheet accurately and faithfully and have provided as much of requested factual information and materials as is known to me. I acknowledge it is my responsibility to return the completed Worksheet to PRIVETTE LEGACY PLANNING **at least 48 hours prior to my initial consultation**. If I am unable to return this document within the required timeframe, then I accept and agree that PRIVETTE LEGACY PLANNING may contact me to reschedule my appointment.

By signing below, I also affirm my understanding that no attorney-client relationship is created through the consultation process. I have not yet hired PRIVETTE LEGACY PLANNING, and PRIVETTE LEGACY PLANNING has not yet agreed to handle my matter. I understand that any attorney-client relationship that arises will be formalized in a later Engagement Agreement.

Client Signature

Date