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INFORMATION FOR ESTATE PLANNING DOCUMENTS

This Estate Planning Questionnaire requests information which we realize is very personal. However, the information will help us to better analyze your estate planning needs and will shorten the length of time needed for the first meeting. All information contained in this questionnaire is *strictly confidential*. **Married couples please fill out Client 1 and Client 2 (Husband and Wife). Single people please fill out Client 1 only.**

PART 1 – PERSONAL INFORMATION

Name Client 1: _____
(first) (m.i.) (last)

Preferred Name of Client 1: _____

Name Client 2: _____
(first) (m.i.) (last)

Preferred Name of Client 1: _____

Home Address: _____ Home Phone: (____) _____
_____ Home Fax: (____) _____

Preferred e-mail address: _____

CLIENT 1

CLIENT 2

Occupation: _____
Employer: _____
Business Address: _____

Business Phone: _____
Business Fax: _____
Cell Phone: _____

Social Security No.: _____

U.S. Citizen? Yes _____ No _____

Previous Marriage? Yes _____ No _____

Have you created any trusts or are you the beneficiary of any trusts? Yes _____ No _____. If yes, please bring copies of these documents with you to our meeting. Other documents that it would be helpful for you to bring if readily available are Wills, real estate deeds, powers of attorney, recent financial statements, recent statements for investments accounts and previously filed gift tax returns.

CHILDREN:

	<u>Child 1</u>	<u>Child 2</u>	<u>Child 3</u>
Name	_____	_____	_____
Date of Birth	_____	_____	_____
Address	_____	_____	_____
Phone	_____	_____	_____
Spouse's Name	_____	_____	_____
No. of Children	_____	_____	_____

YOUR OTHER PROFESSIONAL ADVISORS

From time to time, it **may** be helpful if we know who your other professional advisors are. Please complete this list so we know who to contact for appropriate information.

	<u>Client 1</u>	<u>Client 2</u>
Accountant(s)	_____	_____
	_____	_____
Investment Advisor(s)	_____	_____
	_____	_____
	_____	_____
Life Insurance Agent(s)	_____	_____
	_____	_____
	_____	_____
Other Attorney(s)	_____	_____
	_____	_____

Executors, Trustees and Guardians*

Executors:

Your executor has the duty to settle your estate (including payment of any state or federal death or income taxes) and distribute your property to the beneficiaries named in your will. The executor may be your spouse, a relative, a friend, a bank with an active trust department, or a private trust company. The degree of business management ability required depends upon the size of your estate and the nature of your assets. **For** example, if your estate will include an asset which may be burdensome to manage (*e.g.*, a business, a farm or real estate investments), you may wish to name an executor with business or investment management experience with the type of assets in your estate. You may name two or more executors to act together if you wish. (Your spouse is usually named as the primary executor.)

	<u>Client 1</u>	<u>Client 2</u>
Primary Executor	_____	_____
Address	_____ _____	_____ _____
Phone	_____	_____
1st Alternate Executor	_____	_____
Address	_____ _____	_____ _____
Phone	_____	_____
2nd Alternate Executor	_____	_____
Address	_____ _____	_____ _____
Phone	_____	_____

*While it is common to name the same person or institution to act in all three capacities, this is not required. Your executor should have business or investment management abilities. It may be helpful if the executor has intimate knowledge of your property. A trustee should have business or investment management abilities, be available for the duration of the trust, and be sensitive to the financial needs of the beneficiaries. A guardian should be a caring person with whom you would entrust your children. No single individual or institution may possess all of these traits.

Trustees:

Your trustees will manage any trusts for your spouse or descendants. The trustees will be authorized to provide funds as needed for the beneficiary’s health, maintenance, support and education. However, unless you also designate a trustee as guardian, the trustee is not authorized to personally take custody of your **minor** children. (If your will creates a trust for your spouse for tax-saving purposes, your spouse is usually named as the primary trustee.)

	<u>Client 1</u>	<u>Client 2</u>
Primary Trustee	_____	_____
Address	_____	_____
	_____	_____
Phone	_____	_____
1st Alternate Trustee	_____	_____
Address	_____	_____
	_____	_____
Phone	_____	_____
2nd Alternate Trustee	_____	_____
Address	_____	_____
	_____	_____
Phone	_____	_____

Lifetime Trusts for Children:

In order to minimize estate taxes at your descendants’ deaths and provide protection for them from divorce and creditors, we recommend that property be left in trust for children that will last for their entire lifetimes. We typically allow each descendant to become co-trustee of his or her trust at one age, and sole trustee several years later. The most common ages selected are either 25 and 30, or 30 and 35. It is also most common to simply choose one age that your child is permitted to be their own trustee rather than first serving as co-trustee. However, these ages can be any you select. **Please list the ages at which your descendants may become (i) co-trustees and (ii) sole trustee of their trusts:**

Descendants **may** become co-trustees of their trusts at age _____ and sole trustee of their trusts at age _____.

Guardians for Minor Children:

If your spouse survives you, he or she is the natural guardian of your minor children. You may designate, in your will or in a separate **written** instrument, a guardian for your minor children in the event your spouse does not survive you. The guardian has the responsibility for raising your children. A separate guardianship designation may be advisable if you have difficulty deciding upon a guardian or if you believe that you may change the guardian appointment before you change your will.

Client 1

Client 2

Primary Guardian

Address

Phone

1st Alternate Guardian

Address

Phone

2nd Alternate Guardian

Address

Phone

Other Agents

Financial Power of Attorney:

You may name someone as your “agent” or “attorney-in-fact” under a **durable power of attorney**. (The term “durable” means that the agent’s authority to act under the power of attorney will not terminate upon your incapacity.) The agent will have authority to pay your bills, sell your assets, etc., if you **ever** become incompetent to do this yourself. Naming an agent can save a great deal in court costs and legal fees, but you should only name someone you trust completely. Two people can act together at the same time. (Usually, your spouse is named as the primary agent.) Also, you can make the agent’s authority effective immediately, or only upon your disability. You should keep in mind, however, that if you choose the latter, the agent will have to convince transfer agents (*e.g.*, stock brokers, bankers, title examiners) that you are disabled in order to use the power of attorney.

Client 1

Client 2

Should the grant of authority to your agent(s) be effective now?

Yes _____ No _____

Yes _____ No _____

Primary Agent

Address

Phone

1st Alternate Agent

Address

Phone

2nd Alternate Agent

Address

Phone

Medical Power of Attorney and Directive to Physicians and Family or Surrogates (“Living Will”):

You may name someone as your agent for the purpose of making medical or other health care decisions for you under a **medical power of attorney**, if you ever become incapable of making these decisions yourself. You may also express a desire that you do not want your life prolonged by artificial means by signing a **directive to physicians and family or surrogates**, commonly known as a **“living will.”** Both of these documents are known as **advance directives**.

Again, naming an agent can save a great deal, but you should only name someone you trust. Also, while joint agents may be permissible, the statutes authorizing these **documents** do not contemplate joint agents, so we recommend naming agents one-at-a-time. (Again, your spouse is usually named as the primary agent.)

Client 1

Client 2

Do you want a living will? Yes _____ No _____

Yes _____ No _____

Primary Agent

Address

Phone

1st Alternate Agent

Address

Phone

2nd Alternate Agent

Address

Phone

FINANCIAL DETAILS

Please mark any property that is separate property with an “**H**” (for Husband) or “**W**” (for Wife). We will assume that any unmarked assets are community property. Also, indicate any assets held as joint tenants with right of survivorship with “**JTWROS**” and let us know who the other joint tenant is. **IT IS VERY IMPORTANT THAT YOU LET US KNOW IF ANY ASSESTS ARE HELD WITH A “RIGHT OF SURVIVORSHIP.”** (Attach additional sheets if necessary.) **In lieu of completing these financial details you may provide us with a financial statement.**

ASSESTS

Real Estate (including mineral interests)**

<u>Description</u>	<u>Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Brokerage Accounts (Non-Retirement)

<u>Company</u>	<u>Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Bank Accounts

<u>Company</u>	<u>Value</u>
_____	\$ _____
_____	\$ _____

Retirement Assets (401k, 403b, IRA, and the Qualified Plans)

<u>Company</u>	<u>Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

** Please indicate if you have any real estate or mineral interest outside the state of Texas.

Life Insurance

<u>Type of Policy</u>	<u>Cash Value</u>	<u>Death Benefit</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Closely-held Business

<u>Name and Type of Entity</u>	<u>Your Interest</u>	<u>Value</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TOTAL ASSET VALUE: \$ _____

LIABILITIES

Notes Payable (Including Mortgages) & Other Significant Liabilities

<u>Liabilities</u>	<u>Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL LIABILITIES: \$ _____

NET WORTH: \$ _____