

**HECKSCHER, TEILLON, TERRILL & SAGER**  
A PROFESSIONAL CORPORATION

*ATTORNEYS AT LAW*

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**INFORMATION FOR ESTATE AND TAX PLANNING**

DATE: \_\_\_\_\_

**PERSONAL INFORMATION**

Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Home Address: (include county and township or  
borough)

Date of Birth: \_\_\_\_\_

Month      Day      Year

\_\_\_\_\_  
\_\_\_\_\_

Place of Birth: \_\_\_\_\_

Home Phone \_\_\_\_\_

Citizenship: \_\_\_\_\_

Home Fax: \_\_\_\_\_

Home E-mail: \_\_\_\_\_

Business Address:

\_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Business E-mail: \_\_\_\_\_

**YOUR PARENTS**

Names: \_\_\_\_\_

If deceased, dates of death: \_\_\_\_\_

Address: \_\_\_\_\_

**YOUR CHILDREN**

	<u>Date of Birth</u>			<u>Address &amp; Soc. Sec. #</u>
	<u>Month</u>	<u>Day</u>	<u>Year</u>	<u>if Applicable</u> <sup>1</sup>
1. Name: _____	_____	_____	_____	_____
Spouse: _____	_____	_____	_____	_____
Children: _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
2. Name: _____	_____	_____	_____	_____
Spouse: _____	_____	_____	_____	_____
Children: _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
3. Name: _____	_____	_____	_____	_____
Spouse: _____	_____	_____	_____	_____
Children: _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
4. Name: _____	_____	_____	_____	_____
Spouse: _____	_____	_____	_____	_____
Children: _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
5. Name: _____	_____	_____	_____	_____
Spouse: _____	_____	_____	_____	_____
Children: _____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<sup>1</sup> Include address and social security numbers of family members if gifting program in place or anticipated.

**FINANCIAL INFORMATION**

Name(s) and telephone number(s) of accountant and/or other financial advisor, if any:

\_\_\_\_\_

\_\_\_\_\_

Estimated annual income: \_\_\_\_\_

Have you, or anyone else, established any separate fund for your children, grandchildren or other beneficiaries (e.g., UTMA acct, 529 plan account)? If so, please provide a description of each account, and the account owner, account beneficiary, custodian and value for each account (Ex: Trusty Invest Co.- UTMA for John Doe- \$15,000, Custodian- Jane Doe):

1. \_\_\_\_\_
2. \_\_\_\_\_

	<u>YES</u>	<u>NO</u>
Do you receive income from, or have any present or future interest in a trust? If so, please provide a copy of the trust instrument, if available.	_____	_____
Do you expect to receive a significant inheritance in the foreseeable future from a family member or other individual? If so, please explain and provide expected value.	_____	_____
Have you created a trust (2503(c) trust, life insurance trust, etc.)? If so, please provide a copy of the trust instrument, if available.	_____	_____
Did you make a gift of more than \$3,000 prior to December 31, 1976? If yes, please describe	_____	_____
Did you make a gift of more than \$3,000 to any one recipient in any year after December 31, 1976? If yes, please describe.	_____	_____
Have you ever filed federal one or more gift tax returns? If so, please provide copies of the returns, if available.	_____	_____
Do you own any property jointly with anyone? If so, please describe.	_____	_____
Do you own any stock in a subchapter "S" corporation? If so, please describe.	_____	_____
Do you have a pre-nuptial or post-nuptial agreement? If so, please provide a copy.	_____	_____
Have you been previously married?	_____	_____
Do you have any financial obligation to a former spouse or to children? If so, please describe.	_____	_____
Do you have adequate liability insurance, including an umbrella policy?	_____	_____

**ASSETS**

It is important for us to know both the nature and the value of your assets. Please insert in the appropriate column simple descriptions and approximate values of your assets. If any of the assets have a beneficiary designation ("POD" account, "TOD" account, "In Trust For" account, IRA, 401(k), etc.), please also identify the current beneficiary after the value of the asset. For example:

"First Bank savings account - \$10,000"  
 "Jewelry - \$5,000"

"Vacation home, Avalon, NJ - \$100,000"  
 "Trustworthy Investments - IRA - \$300,000 (beneficiary - child)"

Description	Value
Automobiles, furniture, personal effects	
Cash	
Marketable stocks and bonds	
Stock in closely held corporations, partnerships, other business interests	
Real Estate (Include location)	
1.	
2.	
3.	
Pensions; Retirement Plans; Death Benefits; IRAs; Roth IRAs; 401(k)s (include beneficiary for each account)	
Other Assets (Describe):	
1.	
2.	
3.	
4.	
Total	

**LIABILITIES**

Description	Value
Mortgage(s) (State amount outstanding and payee)	
Loans Payable: (State amount outstanding and payee)	
Other Liabilities (Describe):	
1.	
2.	
3.	
4.	
Total	

**LIFE INSURANCE**

Face Amount	Name of Company	Type (Ordinary Life; Term)	Policy Owned By	Present Beneficiaries	Policy Loans (if any) and Cash Value (if any)
<b>Policies on My Life:</b>  1. _____ 2. _____ 3. _____ 4. _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
<b>Policies Owned by Me on Another's Life:</b>  1. _____ 2. _____ 3. _____ 4. _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

**FIDUCIARIES**

It will be necessary for you to consider who should act as *executor* (the individual and/or bank or trust company who, upon your death, administers your estate, e.g., collects assets, pays debts, prepares tax returns, and distributes your net estate in accordance with the terms of your will), *trustee* (after your estate has been administered, the individual and/or bank or trust company who holds, invests and administers funds in further trust for your named beneficiaries on an ongoing basis for the term of the trust) and *guardian* of minor children (the individual who is designated to raise your minor children and make all medical and personal care decisions on their behalf), as well as who should act as such if your first choice cannot serve. Note that more than one individual can be appointed to serve at a time in these roles in which case they will serve together. We will discuss the roles of these various individuals and your potential choices at the initial estate planning meeting. In the meantime, please indicate your preliminary choices below, if possible.

	<u>Name</u>	<u>Address</u>
Proposed executor(s):	_____	_____
Proposed substitute executor(s):	_____	_____
Proposed trustee(s):	_____	_____
Proposed substitute trustee(s):	_____	_____
Proposed guardian(s) of minor children:	_____	_____
Proposed substitute guardian(s):	_____	_____

**MISCELLANEOUS**

List here any additional facts which you believe may be relevant to your estate planning:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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