

# FORMAN, POCKELL & ASSOCIATES

COUNSELORS AND ATTORNEYS AT LAW

## WHAT QUESTIONS TO EXPECT AT AN INITIAL INTERVIEW

Thank you for scheduling an appointment with our firm. We look forward to assisting you with your estate planning needs. The below questionnaire is an outline of the information we will be gathering at your initial consultation and is for your reference only. We do not expect you to complete this questionnaire in anticipation of our meeting.

**Please bring copies of any real estate deeds and existing estate planning documents, if applicable.**

1. What is your legal name (include Sr., Jr., III, etc)?
  - Do you have any nickname(s) or also known as (a/k/a) names?
2. Are you a U.S. Citizen?
3. What is your date of birth?
4. What is your legal address?
  - If you have homes in multiple states, which state are you a resident of?
5. What are your home, work and cell phone numbers? What is your personal/private email address?
  - What is your preferred method of contact?
6. Are you married?
  - If married, how long have you been married?
7. If married, what is your spouse's legal name (include Sr., Jr., III, etc)?
  - Does your spouse have any nickname(s) or also known as (a/k/a) names?
8. If married, what is your spouse's date of birth?
9. Is your spouse a U.S. Citizen?
10. Do you have any existing estate planning documents?
11. Are you seeking estate planning based on a specific health concern?
12. If married, do you have pre-nuptial agreement?
13. Have either you or your spouse been married previously?

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14. Are there any financial or support obligations under the divorce (such as alimony or child support)?
15. Are there any requirements to maintain insurance or anything else in your estate plan?
16. Do you and your spouse have any children?
  - If so, what are their names, addresses (city/state) and ages?
  - What is the marital status of each child (single, married, widowed, divorced)?
    - If married or divorced, what is the name of spouse or ex-spouse?
    - Was that spouse previously married? Does that spouse have any children from the prior marriage(s) or relationships?
17. Do either one of you have children from outside the marriage?
  - If so, what are their names, addresses (city/state) and ages?
  - What is the name of other parent?
18. Do you have any children who are deceased?
19. Do any of your intended beneficiaries have any special needs or disabilities that may affect how you leave them money?
20. Are there any social issues that might affect a decision to leave assets to any beneficiary (spending, gambling, substance abuse, potential divorce or marital issue, other liability issues, etc.)?
21. Are there any charities, religious organizations or other people who will be receiving assets under the estate?
  - If so, what is the name of the organization?
  - What is the city and state in which they are located?
  - Are you earmarking how those funds are to be used?
22. Do you own real estate?
  - What are the addresses (including timeshares)?
  - Whose name(s) are they titled in?
  - What is the approximate value and approximate debt against it, if any?

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23. List all qualified assets, the type (401(k), 403(b), IRA, Roth IRA, SEP IRA, TSP, 457, HSA, qualified annuity, etc.) and who owns it along with the approximate value, as well as the current first and second beneficiaries.
24. List all non-qualified assets, the type (stocks, bonds, mutual funds, treasury bills, corporate bonds, savings bonds, CD's, bank money market, brokerage money market, REIT, etc.) and who owns it, along with the approximate value.
25. List all life insurance policies, the owner, the death benefit, the cash value, the current first and second beneficiaries, along with the type of policy (whole, term, group term at work, VUL, UL, etc.).
26. List the value of all vehicles, boats, campers, RV's and the approximate debt against each, if any.
27. Estimate (without listing) the liquidation value (not replacement cost) of all personal effects (antiques, jewelry, art, coins, guns, stamps, other collectibles, electronics, etc.).
28. Do you hold any stock options?
  - If so, what is the approximate value of vested and non-vested options comparing the exercise price to fair market value?
29. Do you own a business?
  - If so, what is the percentage of ownership, the legal structure (corp., LLC, LP, partnership, sole proprietorship and its state of incorporation or formation), what the business does and its approximate value?
  - Also, is there a child or key employee or other succession plan or goal?
  - Is there a buy/sell agreement in place for after your death?
30. Are you owed any money (notes or mortgages from assets sold or a note from a business)?
  - If so, please provide a copy of the note and any mortgage or security agreement.
31. Do any of your intended beneficiaries owe you money or do you otherwise want to offset a beneficiary's inheritance because of money spent on that beneficiary?

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32. Do you expect to inherit any money in excess of \$100k?
  - If so, what is the amount?
33. Do you have personal umbrella insurance and if so, what is the amount of coverage?
34. Do you have rental or commercial property?
  - Do you have commercial umbrella insurance?
  - If so, what is the amount of coverage?
  - Do you require the tenants to carry liability insurance?
  - Is your name on the policy as additional insured?
35. Do you have long term care insurance?
  - If so, with which company and what is the amount of coverage?
36. Are you currently serving or are you a veteran of the U.S. Armed Forces?
  - If so, how many years did you serve?
  - During your time in service were you active duty or reserve?
  - Did you serve during wartime (even if you were not deployed to a warzone)?
  - If you served during wartime, how much of that time was spent stationed in the country where the war took place?
  - Were you injured during service? If so, what is your disability rating (%)?
  - Were you honorably discharged?
37. If you have minor or disabled children, who are your first, second and third choices (names and city/state of residence) for guardians?
38. Who are your first second and third choice (names and city/state of residence) to make medical decisions for you, if you become unable?
  - If you want to name people who are currently minors, at what age would they act?
39. Do you have doctors in other states? Where?
40. Do you want a Living Will?

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41. Who are your first, second and third choices (names and city/state of residence) to make financial decisions for you, if you become unable?
  - If you want to name people who are currently minors, at what age would they act?
  - Is it automatic at the chosen age or do the people named ahead of them decide that they are eligible to act?
42. Who do you want your things to pass to at your death?
  - If to your children or other group, is it equally or otherwise?
43. At what age or ages do you want the beneficiary to receive funds outright?
44. What happens to the asset if a beneficiary dies before you?
45. Do you have any specific requests regarding health care, end of life care, funeral, burial arrangements, organ donation, etc.?

Thank you again for choosing us to assist you with your estate planning needs. We look forward to working with you and your family. Please remember that we are available for any questions or concerns, which you and your family might have.

Please also consider reviewing and printing our **Estate Planning Workbook**. These documents lay out important information that your loved ones may need to know, now or upon your death.

Warmest regards,

All of us at FPA-

Fred, Alyssa, Jeff, Michael,

Dori, Karen, Sarah, Megan, Cassie & Erica