

# Estate Planning Worksheet

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Certified Elder Law Attorney & Accredited Estate Planner ®

Estate Planning, Elder Law, &  
Estate Administration

*Leaving Wealth and Wisdom to Your Loved Ones*

Using this organizer will assist us in designing an estate plan that meets your goals. All information provided is strictly confidential.

Please return the completed worksheet to our office two days prior to your appointment via email [admin@irinashea.com](mailto:admin@irinashea.com) or fax (201) 327-6651.

**FAMILY INFORMATION**

Your Legal Name

(name most often used to title property and accounts)

Also Known As

Prefer to be called \_\_\_\_\_ Birth date \_\_\_\_\_ US Citizen? \_\_\_\_ Gender \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_  It is okay to communicate with me via my E-mail address.

Relationship Status (check one)    \_\_ Single    \_\_ Married    \_\_ Life Partner    \_\_ Divorced    \_\_ Widowed

Date of Marriage (if married) \_\_\_\_\_

Are you moving out of state in the next 6-12 months? \_\_\_\_ If so, to which state? \_\_\_\_\_

Your Spouse/Partner's Legal Name

(name most often used to title property and accounts)

Also Known As

Prefer to be called \_\_\_\_\_ Birth date \_\_\_\_\_ US Citizen? \_\_\_\_ Gender \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_  It is okay to communicate with me via my E-mail address.

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**CHILDREN**

**(IF NO CHILDREN—FRIENDS, SIBLINGS, NIECES/NEPHEWS WHO ARE POSSIBLE BENEFICIARIES)**

*(Use full legal name. Use "JT" if both spouses are the parents, "H" if husband is the parent, "W" if wife is the parent.)*

Name, Address and Cell Phone	Birth date	Parent or Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Pets? Name/age/type**

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**HOW DID YOU HEAR ABOUT US?**

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**WHO IS YOUR FINANCIAL ADVISOR?**

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**WHAT IS YOUR MAIN CONCERN TODAY?**

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**ASSETS**

**HOMES AND OTHER REAL ESTATE**

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

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

**BANK ACCOUNTS**

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

<b>Name of Bank</b>	<b>Type</b>	<b>Owner</b>	<b>Amount</b>
_____	_____	_____	_____
_____	_____	_____	_____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		<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.*

**BROKERAGE ACCOUNTS OR INDIVIDUAL 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.  
*(indicate type below)*

<b>Stocks, Bonds or Investment Accounts</b>	<b>Type</b>	<b>Owner</b>	<b>Amount</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Total* \_\_\_\_\_

**LIFE INSURANCE POLICIES AND ANNUITIES**

**TYPE:** Term, whole life, split dollar, group life, annuity. *Additional information:* Insurance company, type, face amount (death benefit), whose life is insured, who owns the policy and the current beneficiaries.

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*Total* \_\_\_\_\_

**RETIREMENT PLANS**

**TYPE:** IRA, 401(k), 403(b), SEP, Profit Sharing. *Additional information:* Describe the type of plan, the plan name, the current value of the plan, and any other pertinent information.

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*Total* \_\_\_\_\_

**BUSINESS INTERESTS**

**TYPE:** General and Limited Partnerships, Sole Proprietorships, privately-owned corporations, and professional corporations.  
*Additional information:* Give a description of the interests, who has the interest, your ownership in the interests, and the estimated value of the interests.

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*Total* \_\_\_\_\_

**MONEY OWED TO YOU**

**TYPE:** Mortgages or promissory notes payable **to you**, or other moneys owed to you, such as money loaned to a child.

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

**PERSONS TO ACT FOR YOU IF NEEDED**

**Executors:** This person will administer your estate by probating your Will, locating, gathering and liquidating your assets, filing and paying estate, inheritance and final income taxes, and distributing the balance of proceeds in accordance with your Will. Estate administration is normally a 12-month process. You should always name at least one primary and one alternate Executor.

<u>You</u>	<u>Your Spouse/Partner</u>
_____ ; then	_____ ; then
_____ ; then	_____ ; then
_____	_____

**Guardians for Minor Children:** \_\_\_\_\_ ; then \_\_\_\_\_

**Trustees for Children:** If you are leaving money to children in trust, this person would safeguard the funds by investing them with a financial advisor, by filing and paying income taxes from the trust using an accountant, and, most importantly, by distributing the funds in accordance with your stated wishes. This person should be trustworthy, compassionate, wise and aligned with your personal values. This person must be a U.S. Resident to avoid foreign tax issues. You should name at least one primary and one alternate.

*\*Most financial advisors cannot personally act as Trustee due to broker/dealer/conflict rules.\**



\_\_\_\_\_ ; *then* \_\_\_\_\_ ; *then* \_\_\_\_\_

**Power of Attorney:** If you were unable to make financial decisions for yourself (e.g., if you were in a coma), this person would be empowered to make your mortgage payments, file and pay your taxes, and conduct various financial transactions for you. You should name at least one primary and alternate.

<u>You</u>	<u>Your Spouse/Partner</u>
[SPOUSE/PARTNER], <i>then</i>	[SPOUSE/PARTNER], <i>then</i>
_____ ( ) ___ - ___ (cell), _____ _____ (address);	_____ ( ) ___ - ___ (cell), _____ _____ (address);
<i>then</i> _____ ( ) ___ - ___ (cell), _____ _____ (address)	<i>then</i> _____ ( ) ___ - ___ (cell), _____ _____ (address)

**Health Care Proxy and Living Will:** If you were unable to make medical decisions for yourself (e.g., you were in a coma), this person would make medical decisions on your behalf and would have full access to your medical records (via a HIPAA medical privacy waiver) in order to make informed decisions. The directive also allows you to direct that your organs should be made available for transplant purposes or research purposes if desired. The directive also contains a Living Will that allows you to direct that your death not be unnecessarily prolonged by artificial means or measures. You should name at least one primary and alternate.

<u>You</u>	<u>Your Spouse/Partner</u>
[SPOUSE/PARTNER], <i>then</i>	[SPOUSE/PARTNER], <i>then</i>
_____ ( ) ___ - ___ (cell), _____	_____ ( ) ___ - ___ (cell), _____

_____ (address); <i>then</i> _____, ( ) ____ - ____ (cell), _____ _____ (address)	_____ (address); <i>then</i> _____, ( ) ____ - ____ (cell), _____ _____ (address)
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**\*Please fill in addresses and phone numbers where indicated. They are required for your legal documents.**

### **HOW TO LEAVE YOUR ASSETS**

**Specific Bequests:** List any real estate or cash gifts to either individuals or charities. If “None” such assets will pass to spouse, then children.

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**Leaving money to your spouse (if married):** Consider whether money should be left outright to your spouse or in a “Marital Trust.” This will be discussed in your estate planning meeting but factors to consider are: the amount of money you have, whether assets will pass to children of this marriage, or a prior marriage, whether financial protection of the surviving spouse is needed (e.g., from creditors or future unknown spouses). Please note questions/concerns below for discussion at our Estate Planning Design meeting.

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**Leaving money to your children:** You can leave assets outright to an adult child which is simple but not protective. Or you can establish lifetime trusts for adult children which have many benefits such as:

- 1- Protecting assets in case of divorce
- 2- Protecting assets in case of large uncovered medical bills
- 3- Providing cash flows to supplement income
- 4- Providing a low interest loan from the trust to the child (e.g., mortgage)
- 5- Making reasonable principal distributions (e.g., down payment for home)
- 6- Trusts can own real estate for further protection of assets
- 7- Trusts can protect the child from him/herself (e.g., poor or inexperienced financial decision making)
- 8- Trusts are earmarked for future grandchildren or other siblings – in other words, your bloodline will be protected.

We will discuss in our Estate Planning Design meeting whether trusts versus outright distributions make the most sense for your family based on the risk factors of the beneficiary and the amount and type of inheritance at stake (e.g., retirement plan cash flows versus lump sums of cash).

**Remote contingent beneficiaries:** In the extremely unlikely scenario that all family members have died, we normally allow for your assets to pass to either (check all that apply):

<b>Siblings</b>	
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<b>Nieces and nephews</b>	
<b>Charity</b>	

**FUNERAL WISHES AND OTHER MATTERS**

**Funeral Wishes:** Although not often discussed, it is important to convey to your loved ones your final wishes. Choices are burial or cremation, with an indication of where to be buried or ashes scattered. Please indicate your preferences below.

You: \_\_\_\_\_

Your Spouse / Partner: \_\_\_\_\_

**Other items you wish to discuss:** For example, do your parents have their affairs in order? If not, we should discuss solutions. If you have a special needs child or relative, we should also discuss. Any other matters you wish to get advice on should be listed here. If we cannot help you, we will do our best to find a colleague who can help you.

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

*We thank you for your participation in this process. Estate planning is extremely important and we appreciate your confidence in us to take care of you and your family. We look forward to meeting with you soon!*

**Irina S. Shea, Attorney at Law & Staff**



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