WealthPLAN

A Law Practice Dedicated to Family Wealth Preservation

CONFIDENTIAL DECEDENT ESTATE ADMINISTRATION QUESTIONNAIRE

I. PERSONAL DATA

YOUR NAME____

HOME ADDRESS ____

HOME PHONE __________________ HOME FAX _________________ HOME EMAIL ____________________

RELATION TO DECEDENT ____

SOCIAL SECURITY NUMBER: _______________________________________

DATE OF BIRTH: ____

II. DECEDENT DATA

DECEDENT: ____

SOCIAL SECURITY NUMBER: _______________________________________

DATE OF BIRTH: ____

DATE OF DEATH: ____

III. FINANCIAL DATA

DECEDENT’S ACCOUNTANT: ____

DECEDENT’S FINANCIAL ADVISORY: ____

DECEDENT'S INSURANCE AGENT: ____

IV. NECESSARY DOCUMENTATION

The following is a list of documents and information that we will need as we assist you in carrying out your duties as Trustee/Executor. If we already have the items listed or if the items are not applicable in your case, simply ignore those items and provide the others. Please bring those documents which are readily available to your next meeting with us. Over the next few weeks, please assemble the remaining documents and forward them to our office.

1. Three (3) certified copies of Death Certificate
2. List and approximate value of all assets held in Trust
3. List and approximate value of all assets that are <u>not</u> held in Trust, including tangible personal property with a value exceeding $3,000 (e.g. jewelry, silver, collectibles)
4. List of safe deposit boxes on which decedent's name appears, by bank and branch, and an inventory of any items of value
5. List of any known debts, liabilities, pending lawsuits or other claims of or against decedent
6. Copies of bank and brokerage account statements (as of date of death).
7. Copies of notes or accounts receivable representing payments owed to decedent (as of date of death).
8. Copies of stock certificates, bonds, US Savings bonds or other securities
9. Copies of IRA and qualified pension benefit documents, including beneficiary designation forms (as of date of death).
10. Copies of life insurance policies and annuities, including beneficiary designation forms
11. Copies of the decedent's last two income tax returns.
12. Any other documents that you believe may be important to our understanding of the decedent's personal and financial affairs.