COOK MARTIN POULSON, P.C.

Certified Public Accountants

Estate Planning Checklist

Setting up an estate plan can be a challenging and sobering time. Over the years, Cook Martin Poulson, P.C. has helped many individuals through the estate planning process. We believe estate planning is a critical process and we'd like to offer our services to assist you with any or all of the items contained within this brochure. Please fill out the checklist in order to prepare for an opportunity to sit down together to discuss any of the areas you may wish to address.

Initial Information Gathering

Personal Information

Name

Date of birth

Country of birth

Citizenship

Social security number

Marital status of individual

Have you been married previously?

Current address & contact information

Please provide a list of your children (if any) and their corresponding dates of birth:

Spouse's name (if married)

Date of birth

Country of birth

Citizenship

Social security number

Have you been married previously?

Current address & contact information (if different from above)

Please provide a list of spouse's children (if any) and their corresponding dates of birth (if different from above):

Personal Information	Responsible Party (1- Client, 2- Attorney, 3- CPA, 4- Financial Advisor)	Completion Date
Do you have an existing Trust? If so, please provide a copy of the Trust Agreement, plus all amendments (if applicable).	1 2 3 4	
Do you have an existing Will? If so, please provide a copy of the Will, plus all codicils (if applicable).	1 2 3 4	

Please provide a copy of other legal documents, as applicable (property agreement, prenuptial agreement, postnuptial agreement, decree of divorce, other decrees or legal agreements). Please list below, if any:

______________________	1 2 3 4	
______________________	1 2 3 4	
______________________	1 2 3 4	

Risk Management

Please provide us with copies of your Property & Casualty Insurance Policies (i.e. Vehicles, Home, other Property).	1 2 3 4	
Please provide us with copies of your Life Insurance Policy(ies), if any.	1 2 3 4	
Please provide us with copies of any Liability Insurance Policies (i.e. Umbrella Policy, Professional Liability Coverage, etc.).	1 2 3 4	

Asset Inventory

Please provide us with a list of assets you currently own, how the Assets are currently titled, and the corresponding Fair Market Value and Cost Basis (see the listing at the end of this questionnaire).	1 2 3 4	
Please list Other Assets to which you are a beneficiary, and which are not listed above (i.e. Life Insurance Policies, Trusts & Estates of others, Retirement Plans, Annuitites, Joint Tenancy Accounts).	1 2 3 4	
Please list all known liabilities, pledges, or other legal obligations (i.e. Mortgages, Line(s) of Credit, Credit Card Balances, Vehicle Loans, Promissory Notes, Liens, Alimony Payments, Child Support Payments, other Legal Obligations).	1 2 3 4	

Gifting & Taxes

Have Federal Gift Tax Returns ever been filed? If so, please provide a copy of each Gift Tax Return filed.	1 2 3 4	
Have you contributed funds to a Qualified State Tuition Program (under IRC §529) within the past 5 years?	1 2 3 4	
Please provide a list of Gifts in excess of $14,000 made within the past year.	1 2 3 4	
Please provide a copy of all Tax Returns filed within the past 2 years (if not prepared by Cook Martin Poulson, P.C.).	1 2 3 4	

	Responsible Party (1- Client, 2- Attorney, 3- CPA, 4- Financial Advisor)	Completion Date
Discuss Rough Outline of Desired Estate Plan		
Discussion of Structure, Appointment of Beneficiaries/Heirs		
Select Beneficiaries/Heirs	1 2 3 4	
Discuss rough framework of Estate Structure with client	1 2 3 4	
Proposal & Review of Estate Plan		
Discussion of Recommendations		
Discuss Proposed Estate Structure(s) with client	1 2 3 4	
Determine the name of the applicable Trust(s)	1 2 3 4	
Discuss desired Beneficiaries/Heirs	1 2 3 4	
Implementation of Estate Plan		
Estate Planning Documents to Prepare		
Trust Document(s) drafted	1 2 3 4	
Last Will & Testament drafted	1 2 3 4	
Power of Attorney drafted	1 2 3 4	
Health Care Directive/ Living Will prepared	1 2 3 4	
Final Drafts of all documents approved by Client – finalized by Attorney	1 2 3 4	
Implementation Tasks to Perform		
Trust funded/ Assets properly titled	1 2 3 4	
Obtain Insurance as needed	1 2 3 4	
Other steps: Specify	1 2 3 4	
Follow up on implementation	1 2 3 4	

Asset Inventory (Attach additional pages of Assets if necessary)

#	Description	#	Title	Cost Basis	Fair Market Value
1	Bank Account(s) – Including Checking, Savings, CD's, Money Market, Other	1			
2		2			
3		3			
4		4			
5		5			
6		6			
7		7			
8		8			
9		9			
10		10			
11		11			
12		12			
13		13			
14		14			
15		15			
16		16			
17		17			
18		18			
19		19			
20	Other Assets (i.e. Life Insurance Policies, Retirement Plans, etc.)	20			
21		21			
22		22			
23		23			
24		24			
25		25			
26		26			
27		27			
28		28			
29		29			
30		30			
31		31			
32		32			
33		33			
34		34			
35		35			
36		36			
37		37			
38		38			

Asset Titling Examples:

JT Joint Tenancy
H Husband
W Wife
T Trust

TIC Tenants In Common
P Personal (in your own name)
B Beneficiary/Beneficial Interest
? Unknown

SP Separate Property (indicate which spouse)
CP Community Property

List of Debts & Obligations (Attach additional pages of Assets if necessary)

Description		Interest Rate	Term of Loan/Debt	Current Principal Balance
1 Line(s) of Credit	1			
2	2			
3 Credit Card(s)	3			
4	4			
5	5			
6	6			
7 Mortgage(s)	7			
8	8			
9	9			
10	10			
11 Vehicle Loan(s)	11			
12	12			
13	13			
14 Other Debts or Legal Obligations (i.e.Promissory Notes, Pledges, etc., please describe)	14			
15	15			
16	16			
17	17			
18	18			

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