

LAYMAN LAW GROUP, LLC
4481 Munson Street, N.W. Suite 301
Canton, OH 44718
Telephone (330) 493-8833
Facsimile (330) 493-1733

ESTATE PLANNING WORKSHEET

(PLEASE COMPLETE THIS PACKET IN INK)

Please return this to us at least three days prior to our meeting this will ensure we have enough time to understand the specifics of your situation before our meeting. If you need assistance completing the information, call our office (330-493-8833) and we will help you.

DON'T WORRY ABOUT TOTAL ACCURACY – JUST DO THE BEST YOU CAN

WE LOOK FORWARD TO SEEING YOU

ALL INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL.

4481 Munson St., N.W., Suite 301, Canton, OH 44718
P: 330.493.8833 | F: 330.493.1733
krista@layman-lawgroup.com
www.layman-lawgroup.com

PERSONAL INFORMATION

Client's Signature Name _____
(name most often used to title property and accounts)

Also Known As _____
(other names used to title property and accounts)

Prefer to be called _____ Birth date _____ SS# _____ US Citizen? _____

Home Address _____

City _____ State _____ County _____ Zip _____

Home Telephone _____ Cell Phone Number _____ Business Telephone _____

Occupation _____ Employer _____

Business Address _____ City _____ State _____ Zip _____

E-mail Address _____ It is okay to communicate with me via E-mail.

Married: Date of Marriage _____ Divorced Widowed Single

Cohabiting Life Partner: Domestic Partnership Registration Filed? _____

Spouse's Signature Name _____
(name most often used to title property and accounts)

Also Known As _____
(other names used to title property and accounts)

Prefer to be called _____ Birth date _____ SS# _____ US Citizen? _____

Home Address _____

City _____ State _____ County _____ Zip _____

Home Telephone _____ Cell Phone Number _____ Business Telephone _____

Occupation _____ Employer _____

Business Address _____ City _____ State _____ Zip _____

E-mail Address _____ It is okay to communicate with me via E-mail.

CHILDREN AND/OR OTHER FAMILY MEMBERS OR BENEFICIARIES

(Use full legal name. For stepparents, note "H" if only husband is the biological parent, note "W" if only wife is the biological parent.)

Name	Birth date	Parent or Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADVISORS

	Name	Telephone
Accountant	_____	_____
Financial Advisor	_____	_____
Life Insurance Agent	_____	_____

YOUR PLANNING OBJECTIVES

Please identify the reasons you are considering planning or areas you would like to learn more about (select as many as you wish):

Preserve and Maximize Assets

- By minimizing taxes during your life (income taxes, capital gains taxes, estate taxes on inheritances you expect to receive)
- By minimizing or eliminating estate taxes upon your death (up to 55% of your assets and life insurance benefits)
- By reducing estate administration costs through probate avoidance
- Avoid or limit Medicaid Recovery claims on your assets should you require long-term care
- Ensure that a special needs beneficiary has assets that are protected from government seizure while retaining eligibility for needed services
- Ensure that your family has enough life insurance to provide a comfortable lifestyle no matter what
- By ensuring that your assets are passed to your descendants and not given away to outsiders, such as spouses, creditors or the government

Protect Yourself and Your Spouse

- From malpractice or other creditor claims
- From guardianship proceedings (aka “living probate”) if you or your Spouse become incapacitated
- From probate delays and stress upon your death or the death of your Spouse
- From hospital policies requiring life sustaining procedures when you would rather not endure them
- From healthcare decisions made by people other than those you trust most

Protect Your Children or other Beneficiaries

- From predators who can discover inheritance amounts and target young or vulnerable beneficiaries
- From claims of divorced spouses to take half of your child or beneficiary’s inheritance
- From malpractice claims, for beneficiaries in the professions
- From other creditors’ claims (such as car accident plaintiffs)
- From the stress and delays of the process of probate
- From the financial immaturity resulting in a quick loss of an inheritance
- From sharing assets with heirs you would rather disinherit
- From litigation claims by disinherited heirs

- For parents only:* from relatives who would be poor, abusive or even dangerous guardians or from foster care
- For parents only:* from acquaintances and relatives who should not be allowed to be alone with your children
- For special needs beneficiary only:* from neglect in the government care system

Achieve your Dreams

- Have clarity about your life purpose, goals and dreams
- Benefit a charitable organization or activity
- Support a common family goal through coordinated planning
- For parents only:* By providing guidelines for how your children should be supported while their assets are in trust.
- For special needs beneficiaries only:* By providing instructions, people, and assets to support your special needs beneficiaries above a poverty lifestyle
- For business owners only:* By providing for the orderly continuation and transfer of family business interests rather than a distress sale

IMPORTANT FAMILY QUESTIONS

- | | | |
|---|------------------------------|-----------------------------|
| Do you have a will, trust, or other estate planning document? <i>Please furnish copies of these documents</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a prepaid funeral? <i>Please furnish a copy</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you making payments pursuant to a divorce or property settlement order? <i>Please furnish a copy</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If married have you and your spouse signed a pre- or post-marriage contract? <i>Please furnish a copy</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you or any of your children or other beneficiaries have disabilities, serious health problems or other special needs? <i>If yes, please describe below</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you own a business? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you own a long-term care (nursing home) insurance policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you own any property that is community property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you (or your spouse) ever filed federal or state gift tax returns? <i>Please furnish copies of these returns.</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you support any charitable organizations now that you wish to make provisions for at the time of your death? <i>If so, please explain below.</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you (or your spouse) currently the beneficiary of anyone else's trust? <i>If so, please explain below.</i> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Have you (or your spouse) made any gifts or uncompensated transfers to individuals or charities over \$1,000.00 within the last 5 years? Yes No

Has a child provided caregiver services to you or your spouse within the last 2-4 years? Yes No

Are you (or your spouse) receiving any assisted care? If so, explain below how much Yes No

Have you (or your spouse) ever been in a nursing home, hospital or medical care facility for 30 days or more? If so, what is or were the date(s)? _____ Yes No

Are you (or your spouse) in a nursing home, hospital or medical care facility currently? If so, when did you (or your spouse) enter the facility? _____ Yes No

If in a Nursing Home, what is the name and location of the facility? _____ Yes No

If in a Nursing Home, what is the daily rate of care/monthly cost? \$_____Daily \$____Monthly

If you have any health issues or problems, what are they, has there been a diagnosis? *Insert problems/diagnosis:* _____ Yes No

ADDITIONAL INFORMATION FROM ABOVE OR ANYTHING ELSE YOU WANT TO TELL ME.

INCOME/ASSET/LIABILITY INFORMATION

Please list your income/asset/liability information in the appropriate section below.
Attach additional pages, if necessary.

INCOME:	<u>Husband</u>	<u>Community/Joint</u>	<u>Wife</u>
Earned Monthly Income from Labor:	_____	_____	_____
Monthly Social Security Income:	_____	_____	_____
Monthly Pension Income:	_____	_____	_____
Other Monthly Income:	_____	_____	_____

ASSETS:

REAL PROPERTY

Please list any interest in real estate including your family residence, vacation home, time share or vacant land.
(please list manner in which title held – Joint Tenant, Community Property, Separate Property, Tenant in Common)

General Description and/or Address	Owner	Market Value	Equity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	<i>Total</i>	_____	_____

PERSONAL PROPERTY

TYPE: List separately only major personal effects such as, jewelry, collections, antiques, furs, and all other valuable non-business personal property (*indicate type below and give a lump sum value for miscellaneous, less valuable items.*)

Type or Description	Owner	Market Value
<u>Miscellaneous Furniture and Household Effects (Total)</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<i>Total</i>	_____

VEHICLES (Any titled vehicle, including cars, boats, trailers, ATVs, etc.)

Make, Model, Description	Owner	Market Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<i>Total</i>	_____

BANK & SAVINGS ACCOUNTS

IF YOU PREFER, YOU CAN WAIT UNTIL AFTER OUR MEETING TO SUPPLY ACCOUNT NUMBERS

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

Name of Institution and account number	Type	Owner	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		<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.

STOCKS AND BONDS

IF YOU PREFER, YOU CAN WAIT UNTIL AFTER OUR MEETING TO SUPPLY ACCOUNT NUMBERS

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)

Stocks, Bonds or Investment Accounts	Type	Acct. Number	Owner	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<i>Total</i>				_____

LIFE INSURANCE POLICES 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, the current beneficiaries, who pays the premium, and who is the life insurance agent.

Total _____

RETIREMENT PLANS

TYPE: Pension (P), Profit Sharing (PS), H.R. 10, IRA, SEP, 401(K). **ADDITIONAL INFORMATION:** Describe the type of plan, the plan name, the current value of the plan, and any other pertinent information.

Total _____

BUSINESS INTERESTS

TYPE: General and Limited Partnerships, Sole Proprietorships, Limited Liability Companies, privately owned corporations, professional corporations, oil interests, farm and ranch interests. **ADDITIONAL INFORMATION:** Give a description of the interests, who has the interest, your ownership in the interests, and the estimated value of the interests.

Total _____

MONEY OWED TO YOU

TYPE: Mortgages or promissory notes payable to you, or other moneys owed to you.

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

ANTICIPATED INHERITANCE, GIFT, OR LAWSUIT JUDGMENT

TYPE: Gifts or inheritances that you expect to receive at some time in the future; or moneys that you anticipate receiving through a judgment in a lawsuit. **Describe in appropriate detail.**

Description _____

Total estimated value _____

OTHER ASSETS

TYPE: Other property is any property that you have that does not fit into any listed category.

Type	Owner	Value
_____	_____	_____
_____	_____	_____
		<i>Total</i> _____

SUMMARY OF VALUES

ASSETS	Amount*		Total Value
	Husband	Wife	
Real Property	_____	_____	_____
Furniture and Personal Effects	_____	_____	_____
Bank and Savings Accounts	_____	_____	_____
Stocks and Bonds	_____	_____	_____
Life Insurance and Annuities	_____	_____	_____
Retirement Plans	_____	_____	_____
Business Interests	_____	_____	_____
Money owed to you	_____	_____	_____
Anticipated Inheritance, Etc.	_____	_____	_____
Other Assets	_____	_____	_____
Total Assets:	_____	_____	_____

* *Joint Property values enter 1/2 in husband's column and 1/2 in wife's column.*

LIABILITIES (OTHER THAN THOSE ALREADY LISTED)

Name of Creditor	Who Is Liable	Secured/Unsecured	Lien Amount
_____	_____	_____	_____
_____	_____	_____	_____
			<i>Total</i> _____

POTENTIAL LIABILITIES

Please list all pending or potential lawsuits you are aware of. Describe in appropriate detail.

Description _____

HEALTH CARE POWER OF ATTORNEY & LIVING WILL

(Who will make your health care decisions for you if you cannot?)

HUSBAND

Spouse As First Agent? ___ (Y) ___(N)

First Alternate Agent:

Name: _____

Relationship: _____

Address: _____

Telephone: _____

Second Alternate Agent:

Name: _____

Relationship: _____

Address: _____

Telephone: _____

Third Alternate Agent:

Name: _____

Relationship: _____

Address: _____

Telephone: _____

WIFE

Spouse As First Agent? ___ (Y) ___(N)

First Alternate Agent:

Name: _____

Relationship: _____

Address: _____

Telephone: _____

Second Alternate Agent:

Name: _____

Relationship: _____

Address: _____

Telephone: _____

Third Alternate Agent:

Name: _____

Relationship: _____

Address: _____

Telephone: _____

LEGAL DIRECTIVES ENROLLMENT FORM

ALLERGIES – HUSBAND

Mother's Maiden Name (last name only): _____ [password for online login]

- | | | | |
|-------------------------------------|-------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Penicillin | <input type="checkbox"/> Bee Stings | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Shellfish | <input type="checkbox"/> Sulfa | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Latex | <input type="checkbox"/> Nuts | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

MEDICAL CONDITIONS – HUSBAND

- | | | | |
|--|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Alzheimer's | <input type="checkbox"/> Arthritis | <input type="checkbox"/> Asthma | <input type="checkbox"/> Cancer (type) _____ |
| <input type="checkbox"/> Cancer Survivor | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> High Blood Pressure |
| <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Low Vision | <input type="checkbox"/> Lung Disease | <input type="checkbox"/> Stroke History |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Primary Care Physician: _____

Name of Practice: _____

Telephone: _____ Fax No.: _____

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ALLERGIES – WIFE

Mother's Maiden Name (last name only): _____ [password for online login] _____

- Penicillin Bee Stings _____ _____
- Shellfish Sulfa _____ _____
- Latex Nuts _____ _____

MEDICAL CONDITIONS – WIFE

- Alzheimer's Arthritis Asthma Cancer (type) _____
- Cancer Survivor Diabetes Hearing Loss High Blood Pressure
- Heart Disease Low Vision Lung Disease Stroke History
- _____ _____ _____ _____

Primary Care Physician: _____

Name of Practice: _____

Telephone: _____ Fax No.: _____

DONOR REGISTRY ENROLLMENT FORM (Organ Donation)

HUSBAND

WIFE

1. Do you wish to donate any organs?
 ___ (Y) ___ (N) If no, skip to next page.
 If yes, please insert Driver's License
 Number _____

1. Do you wish to donate any organs?
 ___ (Y) ___ (N) If no, skip to next page.
 If yes, please insert Driver's License
 Number _____

2. Do you wish to donate all organs?
 ___ (Y) ___ (N) If yes, skip to Question 4.

2. Do you wish to donate all organs?
 ___ (Y) ___ (N) If yes, skip to Question 4.

3. I donate the following specific organ(s):

3. I donate the following specific organ(s):

- Heart Heart Valves
- Liver Kidneys Pancreas
- Veins Lungs Skin
- Eyes bone/ligament
- Other _____

- Heart Heart Valves
- Liver Kidneys Pancreas
- Veins Lungs Skin
- Eyes bone/ligament
- Other _____

4. Any purpose authorized by law or specifically as indicated below:

4. Any purpose authorized by law or specifically as indicated below:

- Transplantation Therapy
- Research Education
- Advancement of medical science
- Advancement of dental science

- Transplantation Therapy
- Research Education
- Advancement of medical science
- Advancement of dental science

We have completed this Questionnaire with the understanding that Layman Law Group LLC (“LLG”) will use it in designing, implementing and funding our estate plan. The information is true, correct and complete to the best of our knowledge. We will not hold LLG liable for any omission or error we have made in completing this Questionnaire. We hereby expressly direct LLG to rely on this information we have provided in this document to create and maintain our estate plan. If any of the information in this Questionnaire or our financial situation changes in the future, it shall be our duty to notify LLG.

Husband’s Signature

Wife’s Signature

Dated:_____

Dated:_____