

HINES CARR DIAMOND LLP

Estate Planning Questionnaire

In order to advise you properly, we need current and accurate information about your family and finances. Because we rely on the information you supply in providing legal advice, we ask that you be thorough and truthful. We will hold your information in strict confidence in accordance with our ethical duties. If you wish to attach other documents, or if you need more room and need to attach additional sheets, feel free to do so. You may skip questions that do not apply to you. After completing this questionnaire, please return it to our office. Thank you for your cooperation.

Personal and Family Information

Date: _____

A. Client Info	Client 1	Client 2 (if married)
Full legal name	_____	Full legal name _____
Home address	_____ _____	Home address _____ _____
Home phone	_____	Home phone _____
Mobile phone	_____	Mobile phone _____
E-mail	_____	E-mail _____
Fax	_____	Fax _____
Occupation	_____	Occupation _____
Employer	_____	Employer _____
Work address	_____ _____	Work address _____ _____
Work phone	_____	Work phone _____
Date of birth	_____	Date of birth _____
SSN:	_____	SSN: _____
Citizenship	_____	Citizenship _____

B. Relationship between Client 1 and Client 2.

Note that the term "marriage" includes legally recognized domestic partnerships and civil unions, and the term "spouse" includes persons who are either legally married or in a legally recognized domestic partnership or civil union.

1. Relationship between client 1 and client 2 (e.g., married, domestic partners, cohabitating, etc.)

2. If married, date and place of present marriage: _____

3. Is there a written contract for your relationship? Yes () No () If yes, provide copy.

4. During present relationship, have you lived outside of California? If yes, please explain:

	<u>Client 1</u>	<u>Client 2</u>
5. Approx.net worth at date of marriage:	\$ _____	\$ _____
6. Approx.value of property received after marriage by gift or inheritance:	\$ _____	\$ _____

C. Family

1. Children

Indicate if child of Client 1 ("C1"), Client 2 ("C2"), or Both ("B")

<u>Child of</u>	<u>Full Legal Name</u>	<u>Date of Birth</u>	<u>Check if Adopted</u>	<u>Name of Child's Spouse</u>
_____	_____	_____	()	_____
_____	_____	_____	()	_____
_____	_____	_____	()	_____
_____	_____	_____	()	_____
_____	_____	_____	()	_____

Names and dates of death of any deceased children:

2. Grandchildren

<u>Full Legal Name</u>	<u>Age</u>	<u>Check if Adopted</u>	<u>Name of Parent</u>
_____	_____	()	_____
_____	_____	()	_____
_____	_____	()	_____
_____	_____	()	_____

Has any natural child or grandchild named above been adopted out of your family?

Yes () No () If "yes" please explain:

Do any children or grandchildren suffer from a disability or dependency that would make it difficult or impossible for them to handle their own financial affairs?

If yes, please explain: _____

Is there any person you wish to specifically disinherit? () Yes () No

If yes, please explain: _____

3. Other Relatives.

List names, approximate ages and addresses of your parents and siblings, and indicate if any of such relatives are deceased.

Client 1's Family:

	<u>Name</u>	<u>Address</u>	<u>Date of Birth</u>
Father:	_____	_____	_____

Mother:	_____	_____	_____

Siblings:	_____	_____	_____

	_____	_____	_____

	_____	_____	_____

Client 2's Family:

	<u>Name</u>	<u>Address</u>	<u>Date of Birth</u>
Father:	_____	_____	_____

Mother:	_____	_____	_____

Siblings:	_____	_____	_____

	_____	_____	_____

	_____	_____	_____

	_____	_____	_____

Asset Information

Please list all assets belonging either to Client 1 or Client 2 or to both. Please use your best estimate of value. Appraisals are not required.

A. Net Worth.

What is your estimated net worth? (Include retirement benefits, life insurance proceeds, etc.)

Client 1: \$ _____ **Client 2:** \$ _____ **Combined:** \$ _____

B. Real Estate.

Provide street address if there is one. Include residence, rental, ranch, vacation home, condominium, leasehold, timeshare, oil interest, etc. Please indicate percentage of ownership if less than 100%.

	<u>Address, Or Assessor's Parcel No.</u>	<u>Estimated Current Value</u>	<u>Loan Balance</u>	<u>Owner(s): C1, C2, or Both</u>	<u>Year Acquired</u>
1.	_____	_____	_____	_____	_____

2.	_____	_____	_____	_____	_____

3.	_____	_____	_____	_____	_____

4.	_____	_____	_____	_____	_____

C. Securities Accounts.

If securities are held in one or more brokerage accounts, list the name of the brokerage firm and the account's total value. You need not list individual securities. You may attach copies of recent statements. (Note: qualified retirement accounts, i.e. IRA, 401K, should be listed in sec. E. below)

	<u>Institution</u>	<u>Estimated Current Value</u>	<u>Owner(s): C1, C2, or Both</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

D. Other Securities.

Stocks or bonds held in certificate form or dividend reinvestment account - include number of shares or face value of bonds.

	<u>Issuer</u>	<u>Estimated Current Value</u>	<u>Owner(s): C1, C2, or Both</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

E. Retirement Accounts.

Include your interest in pension, profit sharing, 401k, IRAs, etc.

	<u>Institution</u>	<u>Type of Plan (i.e., 401k, IRA)</u>	<u>Est. Present Value of Vested Benefit</u>	<u>Name of Participant (i.e., employee or plan owner)</u>	<u>Primary Beneficiary (if known)</u>	<u>Secondary Beneficiary (if known)</u>
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
	-	-	-	-	-	-

F. Annuities.

If you own or are the beneficiary of any annuity not shown above under Retirement Plans, please bring a recent statement.

G. Cash & Cash Equivalents.

Bank accounts, certificates of deposit, T-Bills, money market funds.

	<u>Institution</u>	<u>Account Type</u>	<u>Est. Current Balance</u>	<u>Owner(s): C1, C2, or Both</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

List any safe deposit boxes and their owner(s):

H. Closely-Held or Family Business Interests.

Please describe your interests in any closely-held businesses. Under "description" indicate whether a sole proprietorship (SP), general partnership (GP), limited partnership (LP), "C" corporation (C), "S" corporation (S), or Limited Liability Company (LLC).

	<u>Company Name</u>	<u>Description of Interest Owned</u>	<u>Owner(s): C1, C2, or Both</u>	<u>Percent Owned</u>	<u>Est. Value of Interest</u>
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

I. Tangible Personal Property.

Indicate location if other than home and indicate who is the owner.

	<u>Items</u>	<u>Approx. Value</u>	<u>Location</u>	<u>Owner(s): C1, C2, or Both</u>
1.	Household furniture, etc.	\$ _____	_____	_____
2.	Jewelry	\$ _____	_____	_____
3.	Vehicles & boats	\$ _____	_____	_____
4.	Objects of art	\$ _____	_____	_____
5.	Collections (coins, wine)	\$ _____	_____	_____
6.	Other personal effects	\$ _____	_____	_____

J. Assets Not Otherwise Listed.

Include trademarks, copyrights, patents, royalties, club memberships, stock options, lottery winnings, etc.

	<u>Description and Location</u>	<u>Owner(s): C1, C2, or Both</u>	<u>Estimated Value</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

K. Money Owed to Client(s).

Include accounts receivable, promissory notes receivable, etc.

	<u>Name of Debtor</u>	<u>Relationship</u>	<u>Amount Receivable</u>	<u>Owed to C1, C2, or Both</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

L. Life Insurance.

Include personal, business and group life insurance policies on your life/lives. Show both the insured and the owner of the policy if they are different persons. If you are the beneficiary of a policy on someone else, please list it below in inheritances.

	<u>Company</u>	<u>Death Benefit</u>	<u>Cash Value</u>	<u>Owner: C1, C2, Both, or Other</u>	<u>Insured: C1, C2, or Both</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

M. Gifts, Inheritances and Interests in Trusts Created by Others.

Indicate estimated value of likely future inheritance or gifts from relatives or friends. Please bring a copy of any trust instrument created by others in which you are a current beneficiary, trustee or power holder.

N. Liabilities Exceeding \$10,000.

Exclude mortgages on real property shown under B and regular revolving debt such as credit cards.

	<u>Name of Creditor</u>	<u>Amount Owed</u>	<u>Owed by C1, C2, or Both</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

O. Other Legal Obligations.

Please describe any other legal obligations you may have, such as spousal support, child support, obligations to maintain life insurance, pledges and pending or anticipated judgments.

Other Information

A. Gifts.

If you have made any gifts in excess of \$10,000 in any one year, to any one person, please list them below. Under type of gift, describe the gift, i.e. outright, in trust, 529 plan, etc.

	<u>Name of Recipient</u>	<u>Year</u>	<u>Type of Gift</u>	<u>Approx. Value on Date of Gift</u>	<u>Gifts made by C1, C2, or Both</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

Have you filed gift tax returns for above? If yes, please provide copies of returns.

B. Charities.

Please provide the name of any charities you intend to benefit at your death, if any:

C. Professional Advisors.

1. Accountant

Name _____

Address _____

Phone _____

2. Financial Advisor

Name _____

Address _____

Phone _____

3. Life Insurance Agent

Name _____

Address _____

Phone _____

4. Others

D. Questions/Concerns You Would Like To Discuss.

