

ESTATE ADMINISTRATION INFORMATION

FOR

Prepared by:

**Maurice A. Johnson, JD, LLM
Attorney at Law
7700 E. Arapahoe Road., #255
Centennial, Colorado 80112
Telephone: (303) 804-9898
Facsimile: (303) 804-9899**

Website: ColoradoTrustPlan.com
Email: trust@ColoradoTrustPlan.com

ESTATE ADMINISTRATION INFORMATION

Date Completed: _____

Please attach additional pieces of paper as needed to answer each item. Where requested, please designate ownership of assets: as the separate property of the Decedent or Spouse, or jointly-owned property. Ownership impacts the tax planning of the individual estates and the total combined estate. Indicate where anything is not applicable by marking "N/A".

A. FAMILY INFORMATION

1. Decedent:

- (1) Full Name: _____
- (2) Usual Signature Name: _____
- (3) Social Security Number: _____
- (4) Birth Date: _____
- (5) Home Address: _____
County: _____
- (6) Telephone Number:
 - (a) Home: _____
 - (b) Office: _____
- (7) Name and address of Employer: _____

- (8) Citizenship: _____
- (9) Date of Present Marriage: _____
- (10) Previous marriage? _____
Children of previous marriage: _____

2. Spouse:

- (1) Full Name: _____
- (2) Usual Signature Name: _____
- (3) Social Security Number: _____
- (4) Birth Date: _____
- (5) Name and Address of Employer: _____

- (6) Office Telephone Number: _____
- (7) Citizenship: _____
- (8) Previous marriage? _____
Children of previous marriage: _____

3. Prior out of state residences of Decedent and Spouse: _____

(especially if in community property state)

4. If the Decedent had a former spouse which is deceased:

- (1) Name & Date-of-death: _____
- (2) Was an IRS Form 706 Estate Tax Return Filed? _____

5. Children: List all children. (Include children born previous to the present marriage. If any such children, identify which spouse is the parent. If either spouse has legally adopted such children, so indicate. If a child lives with a former spouse, so indicate.)

Name	Soc. Sec. No.	Birth Date
------	---------------	------------

a. _____

Address: _____

b. _____

Address: _____

c. _____

Address: _____

d. _____

Address: _____

e. _____

Address: _____

f. _____

Address: _____

Are any children deceased? _____ If yes, please list: _____

Are any children age 18 and older spendthrifts or otherwise irresponsible? _____

6. Grandchildren: (list 5 oldest)

Name	Parent	Birth Date
------	--------	------------

a. _____

b. _____

c. _____

d. _____

e. _____

7. Decedent's Parents:

Provide names and addresses:

a. Decedent's Parents Which are Living: _____

B. ADVISORS:

Name, Address, Telephone Number:

1. Attorney: _____

2. Accountant: _____

3. Life Insurance/Financial Planner: _____

4. Stockbroker/Investment Advisor: _____

C. FIDUCIARIES:

(a) Personal Representative:

List personal representatives which are named in the most recent will: Name, Address, Social Security Number, & Telephone Numbers:

(b) Guardian and Conservator of Minor Children:

If decedent has any children under age 18, list any named guardian or conservator for such minor children: Name, Address, Social Security Number, & Telephone Numbers:

(c) Trustee of any Trusts Established by the Decedent:

List Trustees and successor Trustees for any trusts established by the Decedent: Name, Address, Social Security Number, & Telephone Numbers:

D. OTHER ESTATE ADMINISTRATION INFORMATION:

1. Did the Decedent leave a will?
2. Did the Decedent create any trusts?
3. Was the Decedent a trustee or beneficiary of any trust?
4. Did the Decedent have a power of appointment under a will or a trust created by any other person which empowers the Decedent to direct where the property of any other person goes?
5. Did the Decedent or the Surviving Spouse own any substantial amount of property at the time of the marriage? If yes, please identify such substantial amount of property.

(1) Decedent: _____

(2) Spouse: _____

6. Has the Decedent inherited any assets or receive any gifts? _____

If yes, please identify: _____

7. Did the Decedent (or both Spouses) have a safe deposit box? If so, identify ownership and provide a general description of the contents.

8. Has the Decedent ever filed any gift tax returns? If so, please provide a copy of returns, since this information is necessary for estate tax planning. (IRS Form 709)

- b. For 1982 and thereafter, has the Decedent ever made any gifts which exceed \$10,000 to a single individual (including family members) or \$20,000 from both Spouses combined?

E. ESTATE SUMMARY - ESTIMATED VALUE OF ESTATE (Correct ownership must be indicated for accurate estate administration)

	Decedent's Separate Property	Spouse's Separate Property	Jointly- Owned Property
1. ASSETS: (from Attachments A - G)			
a. Cash and Bank Accounts from Attachment A	_____	_____	_____
b. Notes, Stocks, Bonds from Attachment B	_____	_____	_____
c. Real Estate from Attachment C	_____	_____	_____
d. Life Insurance from Attachment D	_____	_____	_____
e. IRA, Retirement from Attachment E	_____	_____	_____
f. Closely-Held Business Interest from Attachment F	_____	_____	_____
g. Miscellaneous from Attachment G	_____	_____	_____
TOTAL ASSETS:	=====	=====	=====
2. LIABILITIES (from Attachment H)			
(List in each category only if greater than \$10,000 in that category)			
a. Promissory Notes	_____	_____	_____
b. Loans on Insurance Policies	_____	_____	_____
c. Tax Liabilities	_____	_____	_____
d. Charitable Pledges	_____	_____	_____
e. Credit Card Obligations	_____	_____	_____
f. Other Obligations	_____	_____	_____
TOTAL LIABILITIES	=====	=====	=====
3. NET WORTH (TOTAL ASSETS - TOTAL LIABILITIES)	=====	=====	=====

F. COPIES OF DOCUMENTS TO BE ATTACHED BEFORE ESTATE ADMINISTRATION MAY BE STARTED:

(NOT necessary to bring these documents to an initial estate planning consultation)

1. Existing Wills (all known wills).
2. Deeds to real property.
3. Life insurance policies.
4. Retirement plans.
5. Partnership & LLC Operating Agreements, Buy-sell/stock redemption agreements.
6. Previous trust documents.
7. Income tax returns for last year.
8. All Gift Tax returns ever filed.
9. Business agreements and related documents regarding interests held in corporation, partnerships, and sole proprietorships.
10. Pre- or postnuptial agreements.

ATTACHMENT A: CASH AND BANK ACCOUNTS

(Include IRA and retirement plan information on Attachment E, not here)

	Bank Name	Decedent	Spouse	Joint
Cash		_____	_____	_____
Checking Account	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
TOTAL for this page		=====	=====	=====

(Transfer to Estate Summary on page 5)

ATTACHMENT C: REAL ESTATE (attach additional sheets as necessary)

A. Basic Information	Parcel One	Parcel Two
1. Location	_____	_____
2. Type of Property (residential, commercial, land)	_____	_____
3. Ownership (Decedent, Spouse, or Joint)	_____	_____
4. If joint property, contribution of purchase price by each joint tenant	_____	_____
5. Date acquired	_____	_____
6. Income Tax Cost Basis	_____	_____
7. Present Fair Market Value	_____	_____

B. Mortgage and Other Obligations on the Property

1. Original Mortgage Amount	_____	_____
2. Current Amount of Mortgage	_____	_____
3. Maturity and Payment Schedules	_____	_____
4. Other Debt on the Property	_____	_____

C. TOTAL Net Value of All Real Estate:
(Fair Market Value - Mortgage Obligations)

Decedent: _____; Spouse: _____; Joint: _____

(Transfer the amount of real estate owned to The Estate Summary on Page 5, entering the proper amount for Decedent, Spouse, or Joint ownership)

ATTACHMENT D: LIFE INSURANCE (Include Employer-Paid Insurance)

Information to Include Below: (ownership may be different from the life insured)

1. Policies owned by the Decedent on his or her own life
2. Policies owned by the Spouse on the Decedent's life
3. Policies owned by others on the life of the Decedent.
4. Policies owned by the Decedent on the lives of children and others.

Insuring Decedent's Life

Owner	Company & Policy No.	Total Benefit	Annual Premium	Cash Surrender Value	Designated Beneficiary
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL on Decedent		=====	=====	=====	

Insuring Other Lives, Policies Owned by the Decedent (Designate whose life is insured, such as children or parents)

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL on other lives		=====	=====	=====	
TOTAL value of all life insurance on this page		=====	=====	=====	

(Transfer to the Estate Summary on Page 5, the total life insurance benefit owned by each spouse. Do not allocate by whose life is insured)

ATTACHMENT E: IRA, RETIREMENT, AND EMPLOYEE BENEFITS

a. Decedent

Employer's name and address: _____

Type of Plan (Show lump sum payable upon death, since this amount is subject to estate tax)

	Benefit
1. Pension	_____
2. Profit Sharing	_____
3. Other Deferred Compensation	_____
4. IRA (personal)	_____
5. Incentive Stock Plan	_____
 Decedent'S TOTAL	 =====

b. Spouse

Employer's name and address: _____

Type of Plan	Benefit
1. Pension	_____
2. Profit Sharing	_____
3. Other Deferred Compensation	_____
4. IRA (personal)	_____
5. Incentive Stock Plan	_____
 SPOUSE'S TOTAL	 =====

TOTAL for this page _____

Decedent: _____; Spouse: _____;

(Transfer to the Estate Summary on Page 5, the total amount owned by Decedent, Spouse, or Joint)

ATTACHMENT F: CLOSELY-HELD BUSINESS INTERESTS (Businesses owned by Decedent)

A. Basic Information

- 1. Name of Business _____
- 2. Business Address _____
- 3. Type of Business Organization _____
(Proprietorship, C Corp., S Corp., Partnership, Limited Liability Company)
- 4. Business advisors, accountants _____

B. Capitalization (if corporation)

Common Preferred

Outstanding _____

Authorized _____

C. Ownership (all organizations)

Common Preferred Other

Decedent _____

Spouse _____

Children _____

Unrelated Parties _____

D. Buy-Sell Agreement

- 1. Does a buy-sell agreement exist? _____
- 2. If so, what type? _____
(cross-purchase, stock redemption, combination)
- 3. How funded, and if so, what amount? _____
- 4. Method for determining value _____
(book value, earnings multiple, appraisal, agreed value)

E. Other Commitments of the Business

- 1. Stock option agreement _____
- 2. Deferred compensation agreement _____
- 3. Other employee benefit plans _____
- 4. Key-person insurance _____

F. Anticipated Disposition of Stock (assuming no buy-sell agreement)

G. Estimated total value of business and method used to determine: _____

(Transfer to Estate Summary on page 5)

ATTACHMENT G: MISCELLANEOUS ASSETS

	Decedent	Spouse	Joint
1. Personal Effects			
a. Home Furnishings	_____	_____	_____
b. Jewelry	_____	_____	_____
c. Furs/Clothing	_____	_____	_____
2. Other Tangible Personal Property			
a. Automobiles	_____	_____	_____
b. Collections (art, coin, etc)	_____	_____	_____
c. Other (boats, aircraft, etc.)	_____	_____	_____
3. Patent, Copyright, Trademark, other Royalties	_____	_____	_____
4. Mineral Interests			
a. Oil and Gas	_____	_____	_____
b. Coal	_____	_____	_____
c. Other	_____	_____	_____
5. Estates and Trusts			
a. Anticipated beneficiary distribution under will or trust	_____	_____	_____
b. Powers of Appointment General or Limited	_____	_____	_____
c. Cemetery Plot	_____	_____	_____
TOTAL for this page	=====	=====	=====

(Transfer to Estate Summary on page 5)

ATTACHMENT H: PERSONAL LIABILITIES (other than real estate mortgages which should be shown on Attachment C)

Only list liabilities which are greater than \$10,000; and indicate whether Owed by Decedent, Spouse, or Joint

	Owed By	Owed to	Amount
1. Promissory Notes	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
2. Loans on Insurance Policies	_____	_____	_____
	_____	_____	_____
3. Tax Liabilities	_____	_____	_____
4. Charitable Pledges	_____	_____	_____
5. Credit Card Obligations	_____	_____	_____
6. Other Obligations	_____	_____	_____
_____	_____	_____	_____
TOTAL for this page			=====

Decedent: _____; Spouse: _____; Joint: _____

(Transfer the amount of liabilities owed to The Estate Summary on Page 5, entering the proper amount for Decedent, Spouse, or Joint obligation)

TABLE OF CONTENTS

A. FAMILY INFORMATION	1
B. ADVISORS	3
C. FIDUCIARIES	3
D. OTHER ESTATE ADMINISTRATION INFORMATION	4
E. ESTATE SUMMARY - ESTIMATED VALUE OF ESTATE	5
F. COPIES OF DOCUMENTS TO BE ATTACHED	6
ATTACHMENT A: CASH AND BANK ACCOUNTS	7
ATTACHMENT B: NOTES, STOCKS, BONDS	8
ATTACHMENT C: REAL ESTATE	9
ATTACHMENT D: LIFE INSURANCE	10
ATTACHMENT E: IRA, RETIREMENT	11
ATTACHMENT F: CLOSELY-HELD BUSINESS	12
ATTACHMENT G: MISCELLANEOUS ASSETS	13
ATTACHMENT H: PERSONAL LIABILITIES	14

GENERAL INSTRUCTIONS FOR COMPLETING THIS QUESTIONNAIRE

The information which you provide should be as comprehensive and detailed as possible. Providing this information may require a significant amount of your time.

Some of the information requested will not be applicable to your personal situation. In particular, one or more of the Attachments A - H may not apply to you. You should indicate where anything is not applicable to you by marking "N/A".

Although the computations regarding the ESTATE SUMMARY on page 5 can be complex, you should attempt to complete as much of the ESTATE SUMMARY as you are able to.

A follow up office conference may address any additional clarification needed.

Thank you for investing the time to complete this questionnaire.