

ESTATE PLAN CHECKLIST

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In order to prepare an effective estate plan, I need information concerning your family and financial background. Please fill out portions of the following form that apply to you to provide me information on those areas.

A. GENERAL INFORMATION	Spouse	Spouse
1. Full Legal Name (as shown on drivers license, passport) Email address		
2. Other name or nickname known by, if any		
3. Home address		
4. Home telephone number Mobile number		
7. Occupation		
8. Business Address		
9. Business telephone number		
10. Date of Birth		
11. Citizen of U.S.?		
12. Length of residence in this state – other states of residence		
13. Have you entered into any pre- or post-nuptial agreements: (If so, attach copy)		
14. Any prior marriages (if divorced, attach copies of divorce decree and property settlement agreement; if widowed, attach copy of Form 706 (federal estate tax return) for predeceased spouse's estate)		

B. FAMILY INFORMATION

1. Children (Fill out for each child and use back of page if necessary)
a. Name:
Date of Birth:
Address: Phone #: Email:
Name of Child's Spouse:
Note if from prior marriage (and indicate parent) or if adopted
Special Needs?
b. Name:
Date of Birth:
Address: Phone #: Email:
Name of Child's Spouse:
Note if from prior marriage (and indicate parent) or if adopted
Special Needs?
c. Name:
Date of Birth:
Address: Phone #: Email:
Name of Child's Spouse:
Note if from prior marriage (and indicate parent) or if adopted
Special Needs?

2. Grandchildren (Fill out for each grandchild and use back of page if necessary)			
a. Name		d. Name	
Age		Age	
Indicate parent		Indicate parent	
b. Name		e. Name	
Age		Age	
Indicate parent		Indicate parent	
c. Name		f. Name	
Age		Age	
Indicate parent		Indicate parent	

3. Parents	Spouse	Spouse
Names:		
Father		
Mother		
Ages:		
Estimated size of estate:		
Father		
Mother		
Any special circumstances or family relationships that may affect plan of disposition of assets at death		

C. ADVISORS (Please list name and telephone numbers)

1. Other lawyers
2. Accountant
3. Stockbroker
4. Investment advisor
5. Insurance Agent
6. Other (identify)

D. PERSONAL ASSETS (use appropriate current market value; attach extra sheets if necessary)

	Spouse	Spouse	Joint
1. Bank accounts			
2. Certificates of deposit			
3. Stocks (indicate original cost below):			
4. Bonds (including E, EE)			
5. Mutual funds			
6. Amounts owed to you			
7. Interest in trusts and estates			
8. Interest in limited partnerships (indicate name, % of ownership and original investment)			
9. Jewelry and furs			
10. Coins, stamp and other collections			
11. Antiques and works of art			
12. Furniture and other household effects			
13. Automobiles			
14. Boats			
15. Stock options			
16. Other miscellaneous assets (describe)			
Total			

E. RESIDENCES

	Spouse	Spouse	Joint
1. Principal residence State:			
Cost plus improvements:			
Mortgages			
2. Vacation Home			
State:			
Cost plus improvements:			
Mortgages			
Rental Property?			

F. FAMILY BUSINESS

Name			
Address			
Indicate form of ownership (e.g., corporation, partnership, sole proprietorship)			
Approximate value of business			
% of ownership	H:	W:	Children:
Original investment	H:	W:	Children:

Attach copies of buy-sell agreement, if any, relating to transfer of interest during lifetime or at death, employment agreements and financial statements.

G. LIFE INSURANCE

1. Name of company and policy number
a. Type of policy (i.e., term, whole life, etc.)
b. Insured
c. Owner
d. Primary beneficiary
e. Contingent beneficiary
f. Face value
g. Cash surrender value
h. Amount of outstanding loan
i. Annual premium
2. Name of company and policy number
a. Type of policy (i.e., term, whole life, etc.)
b. Insured
c. Owner
d. Primary beneficiary
e. Contingent beneficiary
f. Face value
g. Cash surrender value
h. Amount of outstanding loan
i. Annual premium

Use back of page if more than 2 policies

H. RETIREMENT PLANS

	Spouse	Spouse
1. Pension Plan		
a. Present value		
b. Your contribution		
c. Vested (indicate %)		
d. Insurance held in plan (face value)		
e. Beneficiary designation (attach copy)		
f. Attach copy of most recent report of your interest		
2. Profit-Sharing Plan		
a. Present value		
b. Your contributions		
c. Vested (indicate %)		
d. Insurance held in plan (face value)		
e. Beneficiary designation (attach copy)		
f. Attach copy of most recent report of your interest		
3. IRA		
Note: If you have more than one IRA, please use back of page to provide the requested information for all IRA's		
a. Present value		
b. Beneficiary designation (attach copy)		

c. Where held (name of bank, brokerage house, or money management firm)		
d. Type of account (custody or trust)		
e. Type of investments		
f. Has any irrevocable election been made? (if so, attach a copy of the election form)		
g. What is the taxable amount and the non-taxable basis? (attach a copy of Form 8606, if filed, from last year's income tax return)		
h. Is this an "inherited" IRA?		
4. Keogh		
a. Present Value		
b. Beneficiary designation (attach copy)		
5. Other Retirement Plans		
6. Deferred compensation plans		

I. LIABILITIES

	Spouse	Spouse	Joint
1. Home mortgage			
a. Balance due			
b. Interest rate			
2. Bank loans			
3. Contingent liabilities (guaranty, indemnity agreements)			
4. Other debts or obligations (describe below)			

J. APPROXIMATE ANNUAL INCOME (include income from all sources, e.g., salary fees, commissions, interest, dividends, pension): P1: _____ P2: _____

K. MISCELLANEOUS

1. Attach copies of your current wills.
2. Attach copies of all trust agreements in which you or a member of your immediate family have an interest, whether as beneficiary, fiduciary, or holder of a power of appointment.
3. Attach copies of all trust agreements in which you or a member of your immediate family have an interest, whether as beneficiary, fiduciary, or holder of a power of appointment.

4. Describe any inheritance or other accretions to wealth you or your spouse expect to receive in the near future
5. Have you signed a Living Will and a Health Care Power of Attorney and, if not, do you wish to do so?
6. Have you signed a durable power of attorney for finances and, if not, do you wish to do so?
7. Describe any special estate planning objectives: