

**CONFIDENTIAL  
ESTATE PLANNING  
ORGANIZER  
(UNMARRIED INDIVIDUAL)**



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**CONFIDENTIAL  
ESTATE PLANNING INFORMATION**

**Personal Information**

Full Name: \_\_\_\_\_

Goes By: \_\_\_\_\_

Birth Date: \_\_\_\_\_

U.S Citizen (yes/no): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Cell/Work Phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Preferred Form of  
Communication: \_\_\_\_\_

Name of prior spouse  
(if any): \_\_\_\_\_

Dependants other  
than children: \_\_\_\_\_

Mother  
(name if living): \_\_\_\_\_

Father  
(name if living): \_\_\_\_\_

No. of Living Siblings: \_\_\_\_\_

## Children

Name	Birth Date	Relationship*	Married (Y/N)	No. of Children
1.				
2.				
3.				
4.				
5.				
6.				

\* (B) if blood relation, (A) if adopted, and (S) if step relation

Unless specifically stated otherwise, the definition of a child (or more remote descendant) in a will or trust would include only a child (or more remote descendant) for whom a blood relationship exists or who has been legally adopted, and would exclude a child (or more remote descendant) with whom only a step relationship exists.

With respect to any child for whom only a step relationship exists, would you like to specify that the stepchild should be treated the same as a blood or adopted child? Yes \_\_\_\_\_ No \_\_\_\_\_

Do any of your children have special educational, medical or physical needs? Yes \_\_\_\_\_ No \_\_\_\_\_

Do any of your children receive governmental support or benefits? Yes \_\_\_\_\_ No \_\_\_\_\_

## General Information

Do you currently have a will? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you currently have a (revocable or irrevocable) trust? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a prior divorce that restricts how you dispose of property by will? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you granted authority to anyone to be your attorney-in-fact under a Power of Attorney? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you hold a power of appointment? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a beneficiary or trustee under any trust? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever filed a gift tax return? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you receiving disability or Medicaid benefits? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you expect to receive a material gift, inheritance or other windfall? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a safe deposit box? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you own insurance on the life of anyone other than yourself? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you have a spouse who died after 12-31-10?  
If yes, was an estate tax return filed Yes \_\_\_\_\_ No \_\_\_\_\_

## Plan Structure

Your estate plan can be structured with either a traditional will or with a revocable trust (aka living trust). Visit our estate planning website ([www.durrell.com](http://www.durrell.com)) to learn more about the use of a revocable trust or ask us to send you a brochure describing the use and benefits of a revocable trust. Would you prefer:

Will \_\_\_\_\_ Revocable Trust \_\_\_\_\_ Unsure \_\_\_\_\_

## Fiduciaries

1. **Personal Representative:** The Personal Representative (and successor trustee of your Revocable Trust) is the individual or corporate fiduciary<sup>1</sup> designated to gather assets of your estate, pay claims, expenses and obligations of the estate, settle the tax liability and distribute the estate as provided in the Will (or Revocable Trust). The Personal Representative will work with an attorney and usually a CPA, life insurance agent and other professionals. An individual generally serves as the Personal Representative. If possible, we recommend naming a Personal Representative who lives nearby for efficient estate administration. Occasionally, a corporate fiduciary will serve as the successor Personal Representative.

Primary \_\_\_\_\_

First Successor \_\_\_\_\_

Second Successor \_\_\_\_\_

2. **Trustee:** The Trustee is the individual or corporate fiduciary designated to hold, manage and distribute assets placed in any trusts established in the Will or Revocable Trust. Trusts that may be established include trusts established to hold assets for children or more remote descendants. In certain circumstances, the trust beneficiary may be the trustee. The role of trustee includes authority over investments, distributions and administration. In certain circumstances, more than one trustee may serve. If more than one trustee serves, the role of each trustee must be specified.

Trustee \_\_\_\_\_

First Successor Trustee \_\_\_\_\_

Second Successor Trustee \_\_\_\_\_

3. **Guardian:** The guardian is the individual or individuals who will take custody of your minor child/children (*i.e.*, children under age 18) when there is no surviving parent. The guardian's role is parental in nature. A child's guardian and the trustee of a child's trust need not be the same person.

Guardian \_\_\_\_\_

Successor Guardian \_\_\_\_\_

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<sup>1</sup> Corporate Fiduciaries available in Alaska: Wells Fargo Bank, N.A.; Alaska Trust Company; First National Bank Alaska; and Alaska USA Trust Company.

## **Dispositive Provisions**

1. **Descendants Surviving.** Do you desire that your estate pass to your children? \_\_\_\_\_ (yes/no). If no, skip to item 2 below.

In the case of children who are minors or young adults, a trust is generally established in a Will (or Revocable Trust) to hold wealth for the benefit of the children (or more remote descendants). In the case of mature, adult children, a child's share may be distributed outright (i.e., free of trust) to the child. However, wealth distributed outright would be subject to the risks of a divorcing spouse or other creditors, and may be subject to estate tax at the child's death. So, even in the case of mature, adult children, trusts are sometimes established for the benefit of the children.

Do you think that a trust for your children might be advisable? \_\_\_\_\_ (yes/no)

In the case of adult children, each child's share is generally distributed into a separate trust for the child. In the case of young children, a common "pot" trust is frequently established for the collective benefit of the children, which at a specified point in time would splinter into separate trusts. Typical points in time to divide a common trust into separate trusts would be when the oldest child attains age 18 or the youngest child graduates from college or attains age 22.

Would a common trust or separate trusts be advisable? \_\_\_\_\_ (common/separate)

If a common trust, when should it be divided into separate trusts? \_\_\_\_\_

A trust (whether common or separate) generally allows the Trustee to make distributions for the health, education, maintenance and support (HEMS) of the children in the Trustee's discretion. Occasionally, a parent wants to establish other guidelines under which the trustee may make distributions to a child. Do you prefer to use a HEMS distribution standard or would you like to specify other guidelines under which the trustee would make distributions?

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You may provide for a child's trust to be distributed outright (i.e., free of trust) at specified ages, continue for a child's lifetime with a third party trustee, or continue for a child's lifetime with the child as the trustee at a specified age. If you decide the trust should not continue for the child's lifetime, distributions should be made at the age or ages at which the child can be expected to be able to manage the funds for the child's own benefit and use (for example, one-third at age 25, one-third at age 30, and the balance at age 35). If you decide that the trust should continue for the child's lifetime, the child generally would become trustee of his or her trust at a similar age (e.g., 25 to 35 years old).

Do you prefer that the trust terminates or continues for the child's lifetime? \_\_\_\_\_

If you prefer that it terminates, at what ages should distributions be made? \_\_\_\_\_

If you prefer that the trust continues for the child's lifetime, should the child become trustee of his or her own trust? \_\_\_\_\_ (yes/no). If yes, then at what age? \_\_\_\_\_

2. **No Descendants Surviving.** If none of your descendants or other beneficiaries survives until the complete distribution of your estate (or to the extent you do not want them to receive your estate), please identify below the individuals, or perhaps charitable organizations, to whom your estate should pass and the percentage to be distributed to each beneficiary. If you do not specify a beneficiary, your estate would pass to your nearest living relative as provided under Alaska's intestacy laws. If that is fine, you may skip the balance of this Item 3.

If a specified beneficiary fails to survive you, the deceased beneficiary's share typically would

lapse and be added to the shares of the survivors. Alternatively, you may prefer that the share pass to the beneficiary's descendants or another individual or charity. For each listed beneficiary, reflect whether the share should lapse or be distributed to the beneficiary's descendants or another individual or charity in the event the specified beneficiary fails to survive.

Beneficiary	Percentage	Lapse/Descendants/Other Person or Charity

3. **Specific Bequests.** The disposition of specific items of tangible personal property (such as jewelry, artwork, antiques, family heirlooms, guns and collections) will be dealt with in a separate written statement. Apart from items of tangible personal property, would you like to make any specific bequests (such as cash, real estate, business interests, or other assets) that would be an exception to the overall distribution of your estate as described in Items 1-2 above? \_\_\_\_\_ (yes/no). If no, skip the balance of this item 3.

If yes, please identify below the individuals, or perhaps charitable organizations, to receive the bequest, the item or amount of cash that is the subject of the bequest, whether the bequest should lapse or be distributed to descendants or other individuals in the event the beneficiary fails to survive, and whether the bequest is to be made even if you leave surviving children or other descendants.

Beneficiary	Item/Cash	Lapse/Descendants/Other	Even if Child Survives?

**Funeral and Burial/Cremation Instructions**

You may wish to include as part of your estate plan specific written instructions regarding your funeral and burial/cremation wishes addressed to your family members. We will provide a separate document for you to handwrite any instructions you may want to leave.

**Advance Health Care Directive**

We generally prepare advance health care directives for our estate planning clients. An advance health care directive is a directive to physicians regarding the appointment of a health care agent and certain end-of-life decisions. Would you like us to prepare advance health care directives?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who should be identified as the health care agent?

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

**Durable Power of Attorney**

In order to address a possible disability circumstance, we generally prepare durable powers of attorney that "spring" into effect in the event of a legal disability. Would you like us to prepare durable powers of attorney for you?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who should be identified as the attorney-in-fact?

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Should the attorney-in-fact have the power to make gifts of your assets? Yes\_\_\_\_ No\_\_\_\_

If yes, should the power be limited to be consistent with your prior giving patterns? Yes\_\_\_\_ No\_\_\_\_

**Advisors (Name and telephone number)**

Investments: \_\_\_\_\_

Accountant: \_\_\_\_\_

Life Insurance: \_\_\_\_\_

Other: \_\_\_\_\_

**FINANCIAL INFORMATION**

**Personal Residence/Recreation Property**

Description	Owner Code*	Market Value \$	Liability \$	Equity \$

**Other Real Property**

Description	Owner Code*	Market Value \$	Liability \$	Equity \$

**Cash (Checking, Savings, CD's, Money Market Accounts, Treasury Bills)**

Description	Owner Code*	Market Value \$	Liability \$	Equity \$

**Marketable Securities (Stocks, Corporate Bonds, Municipal Bonds, Mutual Funds)**

Description	Owner Code*	Market Value \$	Liability \$	Equity \$

**Business Interests (Closely-held Business, Investment Partnership)**

Description	Owner Code*	Market Value \$	Liability \$	Equity \$

**Annuities (Tax Sheltered Annuities)**

Description	Owner Code*	Market Value \$	Liability \$	Equity \$

**Notes Receivable (Escrow Accounts, debts owed to you)**

Description	Owner Code*	Market Value \$	Liability \$	Equity \$

**Tangible Personal Property (List specific items of significant value, e.g., automobiles, coin collections, artwork, antiques, grand piano, jewelry)**

Description	Owner Code*	Market Value \$	Liability \$	Equity \$

**Debts (List any debts you owe not reflected above)**

Description	Amount \$

**Owner Codes:**

S = Self

T = Trust

O = Other

## Life Insurance

- (1) Insured Codes                    S=Self                    O=Other
- (2) Owner Codes                    S=Self                    G=Group Ins.    T=Trust                    O=Other
- (3) Primary Beneficiary            C=Children            E=Estate            T=Trust                    O=Other
- (4) Secondary Beneficiary        C=Children            E=Estate            T=Trust                    O=Other
- (5) Policy Types                    G=Group            P=Personal            U=Universal            W=Whole Life    T=Term            O=Other

Insurance Company	(1) Insured	(2) Owner	Beneficiary		(5) Policy Type	Annual Premium	Current Cash Value	Death Benefit
			(3) Primary	(4) Secondary				
a.								
b.								
c.								
d.								
e.								
f.								

## Retirement Benefits

- (1) Plan Type                    PS= Profit Sharing    P=Pension    I=IRA    B=403(b)    K=401(K)    O=Other
- (2) Primary Beneficiary        E=Estate                    C=Children    T=Trust                    O=Other
- (3) Secondary Beneficiary      E=Estate                    C=Children    T=Trust                    O=Other

Plan Administrator or Custodian	(1) Plan Type	Beneficiary		Account Balance
		(2) Primary	(3) Secondary	
a.				
b.				
c.				
d.				
e.				
f.				

## **DOCUMENT CHECKLIST**

Please provide the following documents along with the completed estate planning organizer:

- A list of (or be prepared to discuss) your goals and objectives.
- Copies of any prior gift tax returns.
- Copy of currently effective will.
- Copies of any trust agreements for which you are a trustor, trustee or beneficiary.
- Copy of any currently effective power of attorney (over your personal affairs).
- Copy of any divorce decree that restricts how you dispose of property by will.
- Copy of most recent financial statement of any closely-held business.
- Copy of any business buy-sell agreement.