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PROBATE INFORMATION FORM

DATE: _____

NOTICE: We will use the information supplied on this form to prepare a probate inventory and the estate and inheritance tax returns, if required. Such information will enable us to make a determination of whether such returns are required, and will also be used for other purposes relating to the probate process. Information supplied by you must be **complete** and **accurate**, as we undertake no obligation to verify completeness or accuracy.

IF A FEDERAL ESTATE TAX RETURN IS REQUIRED, SUCH RETURN IS DUE WITHIN NINE (9) MONTHS OF DEATH, UNLESS AN EXTENSION IS FILED. IF AN EXTENSION IS NEEDED, IT IS YOUR RESPONSIBILITY TO MAKE SURE IT IS FILED.

I. Information about the Executor

Name: _____

Address: _____

Phone: Work: _____ Home: _____ Cell: _____

Email Address: _____

Social Security Number: _____

Co-Executor: _____

Address: _____

Phone: Work: _____ Home: _____ Cell: _____

Social Security Number: _____

II. Information About Decedent

A. Name: _____

B. Date of Birth: _____ C. Date of Death: _____

D. Residence at Time of Death: _____

E. City and County Where Decedent Die: _____

F. Social Security Number: _____

III. Decedent's Marital History

A. Decedent's Marital Status at Time of Death

_____ **Married**

Date of Marriage to Surviving Spouse: _____

_____ **Widow or Widower**

Name of Deceased Spouse: _____

Date of Death of Deceased Spouse: _____

Social Security Number of Deceased Spouse: _____

Was the estate probated? ___ Yes ___ No

Name of Court: _____

_____ **Single**

_____ **Legally Separated**

Name of Legally Separated Spouse: _____

_____ **Divorced – Include All Previous Marriages**

Name of Former Spouse: _____

Current Residence of Former Spouse: _____

Date Divorce Became Final: _____

B. If the Decedent was ever married, was there a pre-marital agreement or other written agreement between Decedent and Decedent's spouse governing their property?

_____ Yes ___ No If yes, please attach a copy.

IV. Safe Deposit Box(es)

A. List all safe deposit boxes in the Decedent's name or to which the Decedent had a key or where the Decedent's name was on the signature card.

1. Location: _____

2. Number: _____

3. Person Who Now Has the Keys: _____

4. Keys Held ____ individually, or ____ jointly, with _____

B. Is there any property in any safe deposit box of the Decedent which you believe should not be declared as Decedent's property? ____ Yes ____ No

If yes, please state the reasons: _____

C. If there is any property in Decedent's safe deposit box which is *not* listed anywhere else on this form, please list the property here:

INSTRUCTIONS FOR COMPLETION OF THE REMAINDER OF THIS FORM

1. Community/Separate Property (*married or legally separated decedents only*)

(a) If an asset was community property, list the entire community interest and the value of the entire community interest on this form. We will make any appropriate adjustments and reductions when we file the Inventory and the Estate and Inheritance Tax Returns. Mark any community property asset "**CP**".

(b) Mark any asset which was separate property of the Decedent as "**SP**".

(c) If you don't know whether an asset was community or separate property, mark that asset "**DN**".

(d) Some general rules to help you determine whether an asset was community property or separate property

(i) If the asset was owned by the Decedent at the time of death, and the Decedent was married at the time of death, it is presumed to be community unless you have information otherwise.

(ii) If the asset was owned by the Decedent before marriage or acquired after marriage by gift, devise, or inheritance, it is probably separate property.

(iii) If the property was acquired through income or earnings, and the Decedent was married at the time of death, it is probably community property.

(iv) If the property was purchased with the sales proceeds of separate property, it is probably separate property.

(v) You must list property which is in the name of the husband, which is in the name of the wife, and also property which is held in joint names.

2. **Attachments:** Attach to this form as much supporting information as you have with respect to each asset. If you are listing real property, copies of deeds, notes, deeds of trust, tax statements, and the like, will help us to list the property correctly. If you are listing tangible personal property such as jewelry, an insurance appraisal would be helpful. For bank accounts of all types (money market, savings, certificate of deposit, etc.), attach a copy of the bank statement which includes the date of death. For certificates of deposit, attach a copy of the certificate. For stocks and bonds, attach a copy of the share certificate or bond if possible and the broker's statement of account which includes the date of death. For partnerships, attach a copy of the partnership agreement and the most recent K-1 (tax form from the partnership). For other property, attach copies of whatever papers are available.

3. **Questions:** As you are filling out the form, if you have questions, call the attorney or make a note in the margin of the form. If you are having trouble deciding whether to list something or not to list it, do list it, and make an appropriate note in the margin.

4. **Partnerships and Other Non-Readily Tradeable Interests:** It is often difficult to place an exact valuation on non-publicly traded partnership interests, stock, etc. Although the partner's capital account (as shown on the latest K-1) is sometimes an appropriate beginning place for assigning a value to a partnership interest, often a partner's capital account bears little, if any, relation to the actual value of the partnership interest.

Where an estate is not expected to be taxable (either by reason of the estate being under \$1,000,000.00 in value or because of the availability of the federal estate tax marital deduction), partnership interests should generally be valued near the higher end of the range of supportable values. By the term "supportable" values, we are referring to values at which a partnership interest would, in fact, change hands between a willing buyer and a willing seller, taking into account factors such as whether the interest is a controlling interest or a non-controlling interest, whether the interest is readily transferable, and other relevant factors. Often, the general partner of the partnership will be willing to give his opinion of the valuation of the partnership interest.

In the case of other entities (such as limited liability companies, closely held corporations, etc.), the same general considerations apply. Often, the president or manager will have a good opinion as to the value of the stock or other interests.

Since property included in an estate takes on a new income-tax basis based on its value for federal estate tax purposes (or its value on the date of death for a non-taxable estate), care should be taken in valuing these interests. An increase in income-tax basis for partnership interests, etc. may be perceived to be desirable - but please be aware that claiming a value which is too high may result in penalties (based on over-valuation) if the interest is later sold.

For a taxable estate, we recommend that for partnership interest or interests in closely-held

businesses which are not significant in value, a valuation opinion letter from the general partner, president or manager should always be obtained. If the value of the interest is significant in relation to the value of the entire estate, we recommend an appraisal be performed and will be happy to supply a list of appraisers whom we think are qualified and whom you may wish to interview.

V. Assets

A. Real Estate

1. List each parcel of real estate owned by Decedent at the time of his or her death or in which the Decedent owned any interest (and state the fractional interest owned by the Decedent). Attach a copy of a Deed or other document containing the *legal description* for each listing.

Parcel #1 _____

Parcel #2 _____

Parcel #3 _____

2. State the appraised value of land and improvements. You may wish to use the evaluation provided by the Tax Appraisal District. If so, please include a copy of the most current tax statement(s) from each taxing authority.

Parcel #1 _____

Parcel #2 _____

Parcel #3 _____

B. Stock and Bonds

1. Name, address, and telephone number of Decedent's stockbroker(s):

2. Describe all stocks and bonds owned by the Decedent. Please *attach copies of stock certificates, bonds, etc.*, if possible, as well as any *brokerage statements* received for the period covering the date of death (attach more pages if necessary).

(a) **Stocks**

(i) Name of Company: _____
Number of Shares Held: _____
CUSIP Number: _____
Where Traded (NYSE, AMEX, OTC): _____
Value per Share (on Date of Death): _____
Total Value (on Date of Death): _____

(ii) Name of Company: _____
Number of Shares Held: _____
CUSIP Number: _____
Where Traded (NYSE, AMEX, OTC): _____
Value per Share (on Date of Death): _____
Total Value (on Date of Death): _____

(iii) Name of Company: _____
Number of Shares Held: _____
CUSIP Number: _____
Where Traded (NYSE, AMEX, OTC): _____
Value per Share (on Date of Death): _____
Total Value (on Date of Death): _____

(iv) Name of Company: _____
Number of Shares Held: _____
CUSIP Number: _____
Where Traded (NYSE, AMEX, OTC): _____
Value per Share (on Date of Death): _____
Total Value (on Date of Death): _____

(b) **Bonds**

(i) Name of Issuer: _____
Face Amt of Bond: _____
Date of Issue: _____
Maturity Date: _____
Rate of Interest: _____
CUSIP Number _____
Value Per \$1000 (on Date of Death): _____
Total Value on Bond (on Date of Death): _____

(ii) Name of Issuer: _____
Face Amt of Bond: _____
Date of Issue: _____
Maturity Date: _____
Rate of Interest: _____
CUSIP Number _____
Value Per \$1000 (on Date of Death): _____
Total Value on Bond (on Date of Death): _____

(iii) Name of Issuer: _____
Face Amt of Bond: _____
Date of Issue: _____
Maturity Date: _____
Rate of Interest: _____
CUSIP Number _____
Value Per \$1000 (on Date of Death): _____
Total Value on Bond (on Date of Death): _____

(iv) Name of Issuer: _____
Face Amt of Bond: _____
Date of Issue: _____
Maturity Date: _____
Rate of Interest: _____
CUSIP Number _____
Value Per \$1000 (on Date of Death): _____
Total Value on Bond (on Date of Death): _____

C. Mortgages, Notes, Other Receivables, and Cash

1. **Mortgages.** (*payable to Decedent*) State original amount of Note, balance of Note *owing to the Decedent* at the time of Decedent's death, and recordation data as to Mortgage or Deed of Trust. Please attach a copy of the Note and Deed of Trust.

2. **Notes.** (*payable to Decedent*) State original amount of Note and balance of Note *owing to the Decedent* at the time of Decedent's death. Please attach a copy of the Note.

3. **Other Receivables.** (*owing to Decedent*) State amounts receivable and other debts *owing to the Decedent* at the time of Decedent's death and state who owed debt.

4. **Checking and Savings Accounts.** (*Please attach Statements which include transactions on the date of death*).

(a) Name of Institution: _____
Address: _____
Type of Account: _____
Account Number: _____
Name(s) on Acct: _____
Balance on Date of Death: _____

(b) Name of Institution: _____
Address: _____
Type of Account: _____
Account Number: _____
Name(s) on Acct: _____
Balance on Date of Death: _____

(c) Name of Institution: _____
Address: _____
Type of Account: _____
Account Number: _____
Name(s) on Acct: _____
Balance on Date of Death: _____

(d) Name of Institution: _____
Address: _____
Type of Account: _____
Account Number: _____
Name(s) on Acct: _____
Balance on Date of Death: _____

D. Insurance on Decedent's Life

(a) Name of Company: _____
Policy Number: _____
Owner of Policy _____
Name of Insured _____
Name of Beneficiary: _____
Face Amt. of Policy: _____
Amt of Benefits Rec'd: _____
Assignment to cover funeral expenses Yes No

(b) Name of Company: _____
Policy Number: _____
Owner of Policy _____
Name of Insured _____
Name of Beneficiary: _____
Face Amt. of Policy: _____
Amt of Benefits Rec'd: _____
Assignment to cover funeral expenses Yes No

(c) Name of Company: _____
Policy Number: _____
Owner of Policy _____
Name of Insured _____
Name of Beneficiary: _____
Face Amt. of Policy: _____
Amt of Benefits Rec'd: _____
Assignment to cover funeral expenses Yes No

(d) Name of Company: _____
Policy Number: _____
Owner of Policy _____
Name of Insured _____
Name of Beneficiary: _____
Face Amt. of Policy: _____
Amt of Benefits Rec'd: _____
Assignment to cover funeral expenses Yes No

E. Jointly Owned Property

Did Decedent, at the time of Decedent's death, own any property as a joint-tenant with right of survivorship or as a tenant-by-the-entirety? Yes No

If yes, state the name and address of each surviving co-tenant.

F. Pension and/or Profit Sharing and/or Keogh Plan and/or IRA benefits

Amount	Company	Beneficiary	Type of Plan
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

G. Other Miscellaneous Assets

1. Did the Decedent, at the time of Decedent's death, own any interest in a partnership or unincorporated business? _____ Yes _____ No

If yes, state business name, address, nature, and amount of interest owned by Decedent.

2. Did the Decedent, at the time of Decedent's death, own any articles or collections having either artistic or intrinsic value, such as jewelry, furs, paintings, antiques, rare books, coins, or stamps? _____ Yes _____ No

If yes, state full details.

3. Was there any insurance which the Decedent owned on the life of another (e.g., on the life of a surviving spouse)? _____ Yes _____ No

If yes, please state the following:

- (a) Name of Company: _____
Policy Number: _____
Name of Insured _____
Name of Beneficiary: _____
Face Amt. of Policy: _____
Amt of Benefits Rec'd: _____
Assignment to cover funeral expenses _____ Yes _____ No

- (b) Name of Company: _____
Policy Number: _____

Name of Insured _____
Name of Beneficiary: _____
Face Amt. of Policy: _____
Amt of Benefits Rec'd: _____
Assignment to cover funeral expenses Yes No

4. Has the Decedent Estate, the Decedent's spouse, or any other person received (or will receive) any bonus or award as a result of Decedent's employment or Decedent's death? Yes No

If yes, give full details.

5. **Automobiles.** Describe the year, make, model, VIN, and retail value of any automobile owned at Decedent's death.

6. **Health Insurance.** (Medicare, Medicare supplements, Blue Cross, Blue Shield, etc.)

7. **Brokerage Accounts.** State names and addresses of Brokers of Decedent.

8. **Household Goods and Personal Effects.** State approximate combined value of Decedent's household furnishings, fixtures, etc., and personal effects (i.e., \$5,000). Do not include any items which may have been listed in Item (G)(2).

9. From what sources other than principal business or employment did Decedent receive income?

10. Was Decedent acting in any fiduciary capacity (i.e., trustee or guardian) at the time of Decedent's death? Yes No

If yes, give full details.

11. Within ten (10) years preceding the Decedent's death, did the Decedent inherit property from any other person or has property been left to Decedent within two (2) years after the Decedent's death? Yes No

If yes, please state all information known to you:

12. Did the Decedent, at the time of Decedent's death, own any other miscellaneous property not previously referred to in this form? (e.g., lawsuits against others, interest in estates or trusts, etc.) Yes No

If yes, please state all details as to type, location, and estimated value of property:

H. Annuities

1. Was the Decedent, immediately before Decedent's death, receiving any annuity? Yes No
2. If "yes", was the annuity paid pursuant to a plan which pays benefits to a designated beneficiary following the death of the Decedent pursuant to a contract or agreement (a) which is not a policy of life insurance on the life of Decedent, (b) which contract or agreement was entered into after March 3, 1931, (c) which annuity is receivable by the beneficiary because he or she survived Decedent, (d) which contract or agreement provided that the annuity was payable to Decedent (or Decedent possessed the right to receive the annuity) either alone or in conjunction with another, for Decedent's life or for any period not ascertainable without reference to the Decedent's death or for any period that did not, in fact, end before the Decedent's death?

_____ Yes _____ No

3. If the answer to (2) above is yes, state the ratio of the Decedent's contribution to the total purchase price of the annuity: _____
4. If Decedent was employed at the time of death, did an annuity (which could be described as a contract or agreement which was entered into by Decedent and Decedent's employer, under which at the Decedent's death, before retirement or before the expiration of a stated period of time, an annuity was payable to a designated beneficiary, if surviving Decedent) become payable to any beneficiary because the beneficiary survived the Decedent? Yes No
5. If yes, please describe the ratio of Decedent's contribution to the total purchase price of the annuity: _____
6. Did an annuity under an Individual Retirement Account, annuity, or bond become payable to any beneficiary because the beneficiary survived the Decedent? Yes No
7. If yes, is the annuity payable to the beneficiary for life or for at least thirty-six (36) months following Decedent's death? Yes No
8. If "yes", please state the ratio of the amount paid for the IRA, annuity, or bond that was not allowable as an income tax deduction (other than a rollover contribution) to the total amount paid for the IRA, annuity, or bond:

9. Please describe each annuity as follows (for Description, show the entire value of the annuity before any exclusions):

- (a) _____

- (b) _____

- (c) _____

C. **Lease Obligations:** If Decedent was liable as a tenant or guarantor under any lease please state details:

D. Obligations as a **guarantor** or **endorser:** If Decedent was a guarantor or endorser of any notes, bonds, or other obligations, please state details:

IX. Miscellaneous Data

A. Please furnish the following information regarding each of Decedent's children and all other heirs, legatees, or trust beneficiaries under Will or Trust Agreement -- Name (if deceased, put "D" after name, and date of death), relationship to Decedent, date of birth and age at Decedent's death, Social Security Number, and complete address:

1. Name / Relationship: _____ / _____
Date of Birth/Age: _____ SSN: _____
Address: _____

2. Name / Relationship: _____ / _____
Date of Birth/Age: _____ SSN: _____
Address: _____

3. Name / Relationship: _____ / _____
 Date of Birth/Age: _____ SSN: _____
 Address: _____

4. Name / Relationship: _____ / _____
 Date of Birth/Age: _____ SSN: _____
 Address: _____

5. Name / Relationship: _____ / _____
 Date of Birth/Age: _____ SSN: _____
 Address: _____

B. Surviving Spouse

1. Name (including maiden name) _____
2. Date of Birth: _____
3. Phone Number: _____
4. Social Security Number: _____
5. Does Surviving Spouse have property or income in own right? _____

C. Tax Data

1. Number of children qualifying as dependents: _____
2. Number and relationship of other dependents:

3. Did dependents reside with Decedent? _____

4. Were income tax returns filed for the last 3 years? _____
 5. Previous year's tax paid in full? _____
 6. Has a declaration of estimated tax been filed for the current year? _____
(please attach copies)
 7. Name of person or firm who assisted Decedent in tax returns

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X. Trusts, Inheritance, and Prior Gifts

- A. Was the Decedent ever a beneficiary of any trust? If so, please attach a copy of the trust instrument and the most recent trust income tax return.
___ yes ___ no
- B. Did the Decedent ever establish a trust or contribute property to a trust? If so, please attach a copy of the trust instrument and the most recent trust income tax return. ___ yes ___ no
- C. Did the Decedent ever make one or more gifts of cash or property valued at more than \$3,000 (or a combination of cash and property of combined value of \$3,000 or more) to one person (including trusts for that person's benefit) in any year prior to 1981? If so, please attach complete details. ___ yes ___ no
- D. Did the Decedent ever make one or more gifts of cash or property valued at more than \$10,000 (or a combination of cash and property of combined value of \$10,000 or more) to one person (including trusts for that person's benefit) in any year after 1980? If so, please attach complete details. ___ yes ___ no
- E. Did the Decedent ever make a gift of any amount where the Decedent retained the right to use the property given or otherwise retained any sort of direct or indirect control over the property given? If "yes", please attach complete details. ___ yes ___ no
- F. Did the Decedent ever make a gift of any amount where the property could return to the Decedent upon the passage of time or upon the happening (or failure to happen) of any event? If "yes", please attach complete details.
___ yes ___ no
- G. Did the Decedent ever file a Federal Gift Tax Return? If so, please attach a copy of the Return. ___ yes ___ no

H. To your knowledge, did the Decedent ever make any gift where a Federal Gift Tax Return should have been filed, but no Return was, in fact, filed? If "yes", please attach complete details. ___ yes ___ no

G. **If a federal estate tax return is necessary, then it is your responsibility to make sure it is filed. This firm can prepare such a return for you. The return is due within nine (9) months of the date of death, unless an extension is filed. It is your responsibility to make sure an extension is filed by or before such nine (9) month date.**

The information given in this Probate Information Form is true, correct, and complete to the best of the knowledge and belief of the undersigned.

Signed this _____ day of _____, 20__.

THINGS TO REMEMBER:

1. Cancel any Facebook or other Internet Accounts.
2. Send letters to the three credit bureaus regarding deceased
3. Cancel any online accounts, e.g., Paypal, e.Bay, Amazon, etc.
4. Cancel any memberships in online games, e.g. poker, etc.
5. Credit cards online