



LONG BRIGHTBILL

ATTORNEYS AT LAW

315 SOUTH EIGHTH STREET

LEBANON, PA 17042

ESTATE PLANNING INVENTORY

- Thank you for trusting our firm to help you develop your estate plan.
- The purpose of this Inventory is to help us develop your estate plan. To do so, we should consider information about your personal, family, and financial circumstances.
- Completing this form is **NOT** required. We designed this form as a tool to help you prepare for your first meeting, and to help us guide you through that process more effectively. **If you are unable to complete this form in its entirety, please complete page 2 for client intake purposes.**
- It is not necessary that financial information be precise - estimates and round numbers are fine. If you have information in another format (e.g., Word document or Excel spreadsheet) please feel free to provide those documents.

Relevant Documents

In addition to completing the information on the following pages, please also provide us with copies of the following (to the extent that you have them):

- **Last Wills and Testaments**
- **Powers of Attorney**
- **Trusts**
- **Real Estate Deed**
- **Any other relevant documents**

***** Information provided to us is strictly confidential and will not be shared with outside parties unless you direct us to do so.*****

Personal Information

Address for Primary Residence: (include county and township or borough)

Person A

Name: _____

Marital Status: _____

Date of Birth: _____

Phone: _____

Email: _____

Citizenship: _____

Occupation: _____

Business Address: (if self-employed)

Person B

Name: _____

Marital Status: _____

Date of Birth: _____

Phone: _____

Email: _____

Citizenship: _____

Occupation: _____

Business Address (if self-employed)

Contact Information for Professional Advisors

Financial Advisor: _____

Accountant: _____

Life Insurance Agent: _____

Other: _____

Your Family Tree

If this form is being completed by spouses or partners, clearly identify any children that are not children of **both** of you, such as a child one of you had from a previous relationship.

	<u>Age</u>	<u>Address</u>
1. Child's Name: _____	_____	_____
Spouse/Partner: _____	_____	_____
Grandchildren: _____	_____	_____
_____	_____	_____
_____	_____	_____
2. Child's Name: _____	_____	_____
Spouse/Partner: _____	_____	_____
Grandchildren: _____	_____	_____
_____	_____	_____
_____	_____	_____
3. Child's Name: _____	_____	_____
Spouse/Partner: _____	_____	_____
Grandchildren: _____	_____	_____
_____	_____	_____
_____	_____	_____
4. Child's Name: _____	_____	_____
Spouse/Partner: _____	_____	_____
Grandchildren: _____	_____	_____
_____	_____	_____
_____	_____	_____

* Add additional children on back of page

Fiduciaries

An important component of estate planning is to identify and name your *fiduciaries* (individuals and/or professional fiduciaries who have a legal obligation to act in your best interest and on your behalf). Below are definitions to help you understand the role of each of your fiduciaries:

“Executor” – the individual and/or bank or trust company who, upon your death, administers your estate (e.g., collects assets, pays debts, prepares tax returns, and distributes your net estate in accordance with the terms of your will). **Most people choose a close family member, relative or friend who is organized and financially responsible.**

“Guardian” - the individual who is designated to raise your minor children and make all medical and personal care decisions on their behalf.

“Trustee” – after your estate has been administered, the individual and/or bank or trust company who holds, invests and administers funds in further trust for your named beneficiaries on an ongoing basis for the term of the trust, and in accordance with the trust terms. Trustees are only necessary when you wish to avoid making an outright distribution under your will, based upon age (for minor children), disability, or other reasons.

Please consider who should act as *power of attorney, executor, trustee, and guardian* of minor children, as well as who should act as such if your first choice cannot serve. More than one individual may be appointed to serve together in these roles (with the exception of a legal guardian for minor children), in which case they will serve jointly. We will discuss the roles of these various individuals and your potential choices at the initial estate planning meeting. In the meantime, please indicate your preliminary choices below, if possible.

	<u>Person A’s Will</u>	<u>Person B’s Will</u>
Proposed Executor(s):	_____	_____
Substitute Executor(s):	_____	_____
Proposed Trustee(s):	_____	_____
Substitute Trustee(s):	_____	_____
Proposed Guardian	_____	_____
Substitute Guardian:	_____	_____

*****In addition to the fiduciaries named above, please consider who you might name as your authorized agent under a Power of Attorney to make medical decisions and manage your financial affairs on your behalf if, for any reason, you are not able to manage the same on your own. We will address this issue in more detail during your planning session.*****

Financial Information

Have you, or anyone else, established any separate fund for your children, grandchildren or other beneficiaries (e.g., UTMA Acct, 529 plan, Trust)? If so, for each account please provide a description, the account owner, account beneficiary, custodian and approximate value (e.g., Invest Co. -UTMA for John Doe- \$15,000.00, Custodian- Jane Doe):

- 1. _____
- 2. _____
- 3. _____
- 4. _____

**If any of the following questions do not apply to you (e.g., if you are not married), please write n/a instead of leaving the space blank.*

Do **you/either of you** receive income from, or do you have any present or future interest in a trust? If yes, please provide a copy if readily available.

Do **you/either of you** expect to receive a significant inheritance in the foreseeable future from a family member or other individual? If yes, please explain and provide expected value.

Do **you/either of you** serve as a trustee, executor, personal representative, guardian, conservator or other fiduciary? If yes, please provide a copy if readily available.

Have **you/either of you** created a trust, such as a “2503(c) trust”, life insurance trust, etc.? If yes, please provide a copy if readily available.

Did **you/either of you** make a gift of more than \$16,000.00 (or gifts that totaled more than \$16,000.00) to any one recipient in any year for which you did not file a gift tax return (IRS Form 709)? If yes, please describe.

Do **you/either of you** own any property jointly with someone other than your spouse (if applicable)? If yes, please describe.

Do **you/either of you** own any stock in a subchapter “S” corporation? If yes, please describe.

Do **you/either of you** have a pre-nuptial or post-nuptial agreement? If yes, please provide a copy if readily available.

Assets

It is important for us to know both the nature and the approximate value of your assets, as well as the ownership between Persons. Please insert simple descriptions and approximate values of your assets in the appropriate column. If any asset has a beneficiary designation (e.g., payable on death (“POD”), transferable on death (“TOD”), please identify the designated beneficiary:

Examples:

“First National Bank - savings account - \$10,000.00, In Trust For, John Doe”

“Trustworthy Investments - IRA - \$300,000.00, beneficiary, Person”

“Jewelry - \$5,000.00”

“Vacation home - Avalon, NJ - \$100,000.00”

Description	Owned by Person A	Owned by Person B	Jointly Owned
Automobiles, antiques, jewelry, art, and any other tangible item with a value over \$5,000.00			
Marketable stocks and bonds			
Stock in closely held corporations, partnerships, or other business interests			

<p>Real estate (include location)</p> <p>1. _____ (Residence)</p> <p>2. _____ (Vacation home)</p> <p>3. _____ (Rental Property)</p> <p>*Add additional properties on back of page</p>			
<p>Digital Assets (e.g., Crypto Currency; NFTs or Monetized Online Sites or Social Media Accounts)</p>			
<p>Checking Accounts, Savings Accounts, CDs</p>			

Life Insurance

Face Amount	Name of Company	Type (Ordinary Life; Term)	Policy Owned By	Present Beneficiaries	Policy Loans (if any) and Cash Value (if any)
On Person A's Life:					
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
On Person B's Life:					
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____

Life Ins. Owned by either Person on another's life:					
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____

Liabilities

Description	Person A	Person B	Joint
Mortgage(s) (State amount and payee):			
Loans Payable (State amount outstanding and payee):			
Other Liabilities (Describe):			

Miscellaneous

List here any additional facts which you believe may be relevant to your estate planning:

***** This Inventory Form is merely for informational purposes only and is not required to be filled out in its entirety. However, please bring the form to your Estate Planning Appointment as it is a helpful tool in providing a more tailored Estate Planning experience. *****