



LONG BRIGHTBILL

ATTORNEYS AT LAW

315 SOUTH EIGHTH STREET

LEBANON, PA 17042

ESTATE PLANNING INVENTORY

- 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 in its entirety is helpful but **NOT** required. We designed this form to help prepare for your first meeting, and to help guide you through that process more effectively.
- If you are unable to complete this form in its entirety, please complete the Personal Information on Page 2 for client intake purposes.
- Financial information does NOT need to be precise - rough estimates are fine. If you have this 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 feel free to bring with you to your first meeting copies of any of the following (to the extent that you have them):

- **Last Wills and Testaments**
- **Powers of Attorney**
- **Trusts**
- **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)

Address Line 1

Address Line 2

City

State

Zip Code

County

Municipality

Person A

Name:

Marital Status:

Cell Phone:

Home Phone:

Email:

Citizenship:

(This could affect planning strategy)

Person B

Name:

Marital Status:

Cell Phone:

Home Phone:

Email:

Citizenship:

(This could affect planning strategy)

Contact Information for Professional Advisors

Tax Professional:

Financial Advisor:

Other:

Your Family Tree

Indicate if each child has children and 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.

Child's Name	Age	Address	Do you have grandchildren from this child?	If applicable, is this a child of both parties?
1.				
2.				
3.				
4.				

Below, please list any individuals or charitable organizations whom you've identified as potential beneficiaries, in addition to those named above. Please indicate whether there is a familial relationship with anyone you name.

Fiduciaries

A key component of estate planning is identifying and naming your **"fiduciaries"** (individuals and/or professional fiduciaries with 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" in your Will – the person(s) who administers your estate (e.g., collects assets, pays debts, prepares tax returns, and distributes your net estate). **Most people choose a close family member, relative or friend who is organized and financially responsible.**

"Agent" in your Financial Power of Attorney - the person or persons who - during your lifetime - for convenience or, due to incapacity, will be able to manage all of your financial and legal affairs, including paying bills, making deposits, managing investments, etc.

"Agent" in your Healthcare Power of Attorney and Living Will (Advance Medical Directives) – The person who will make medical decisions, including end-of-life decisions, if you become incapacitated and, therefore, lack the cognitive function to formulate decisions and express them independently.

NOTE: More than one individual may be appointed to serve together in these roles, and it is a good idea to name an alternate, or a back-up, in case your first chosen fiduciary cannot serve, for any reason. We will discuss the roles of these various individuals and your potential choices at the initial estate planning meeting. Also, please note that these documents are NOT 'one-size-fits-all' documents. We are able to tailor them to fit your unique needs and circumstances. In the meantime, please indicate your preliminary choices below, which may change during our meeting.

	Person A	Person B
	Please include the Address for each person you name, and their relationship to you	
Proposed Executor(s)		
Alternate or Co-Executor(s)		
Alternate or Co-Executor(s)		
Proposed Agent(s) for Health Care Decisions		
Alternate Agent(s) for Health Care Decisions		
Alternate Agent(s) for Health Care Decisions		
Proposed Agent(s) to manage Financial Affairs		
Additional or Alternate Agent(s) to manage Financial Affairs		
Additional or Alternate Agent(s) to manage Financial Affairs		

Fiduciaries Continued

Are any of your beneficiaries minor children, young adults, special needs individuals, or - for any other reason - do you want to consider making distributions into a trust as a tool to avoid making an outright distribution, and to protect the distribution for their benefit? If so, we should discuss naming a "Guardian" (for minor children) and/or a "Trustee" for the ongoing management of the assets on behalf of any of your beneficiaries. Below are standard terms to define each role:

"Guardian" - the individual who is designated to make day-to-day decisions on behalf of your minor children and make medical and personal care decisions on their behalf, until they reach age 18.

"Trustee" - the individual and/or bank or trust company who holds, invests and administers funds in trust for named beneficiaries, for the term of the trust and under the conditions of the trust (which you can create). 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.

	Person A	Person B
For each person you name, please indicate their relationship to you		
Proposed Trustee(s)		
Alternate Trustee(s)		
Proposed Guardian		
Alternate Guardian		

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.

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 helpful for us to know both the nature and approximate value of your assets, as well as the ownership between Persons. Please insert simple descriptions and approximate values of your assets and mark with an "A" if owned by Person A, "B" if owned by Person B, or a "J" if Jointly Owned. If any asset has a beneficiary designation (e.g., payable on death ("POD"), transferable on death ("TOD"), please identify the designated beneficiary.

Examples:

- "XYZ Bank - Savings Account - \$10,000.00, In Trust For, John Doe - A"
- "XYZ Advisors - IRA - \$300,000.00, A with beneficiary as B"
- "Jewelry - \$5,000.00 - A"
- "Vacation home - City, State - \$100,000.00 – A&B"

Marketable Stocks and Bonds: (Do NOT need to list each position and value, but please note whether you hold any paper stock certificates or bonds, and rough value of total positions)

Stock in Closely-Held Corporations, Partnerships, or other Business interests:

Real Estate: (include location)

Digital Assets (e.g., Crypto Currency, NFTs, Monetized Online Sites or Social Media Accounts:

Automobiles, antiques, jewelry, art, and any other tangible items with a value over \$5,000:

Life Insurance - Please include face amount, name of company, Type (ordinary life or term), policy owner, beneficiaries, policy loan (if any), cash value (if any):

Liabilities

Mortgage(s) (state amount and payee):

Loans Payable (state amount standing 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. *****

For Attorney Use Only

Communication Preferences:

Email of Documents:

Notes: