

Date _____

Financial Advisor(s): _____

Accountant(s): _____

Insurance Agent(s): _____

INTRODUCTORY CLIENT DATA SHEET

General Client Information

Name: _____
First Name/Middle Initial/Last Name

Date of Birth: _____ SS# _____

Address: _____ Home Phone: _____

City, State, Zip: _____ County of Residence: _____

Contact Information:

Email: _____ Cell #: _____

Client Marital Status: Single Married Legally Separated

Divorced Widow Widower

Spouse or Partner Information

Name: _____
First Name/Middle Initial/Last Name

Date of Birth: _____ SS# _____

Address: _____ Home Phone: _____

City, State, Zip: _____ County of Residence: _____

Contact Information:

Email: _____ Cell #: _____

Parents / Children / Siblings / Other Relatives or Heirs

(1) Full Name: _____
First Name/Middle Initial/Last Name

Date of Birth: _____ Address: _____
City/State

Relationship: _____ Disabled: _____ Deceased: _____ Other: _____

(2) Full Name: _____
First Name/Middle Initial/Last Name

Date of Birth: _____ Address: _____
City/State

Relationship: _____ Disabled: _____ Deceased: _____ Other: _____

(3) Full Name: _____
First Name/Middle Initial/Last Name

Date of Birth: _____ Address: _____
City/State

Relationship: _____ Disabled: _____ Deceased: _____ Other: _____

(4) Full Name: _____
First Name/Middle Initial/Last Name

Date of Birth: _____ Address: _____
City/State

Relationship: _____ Disabled: _____ Deceased: _____ Other: _____

(5) Full Name: _____
First Name/Middle Initial/Last Name

Date of Birth: _____ Address: _____
City/State

Relationship: _____ Disabled: _____ Deceased: _____ Other: _____

(6) Full Name: _____
First Name/Middle Initial/Last Name

Date of Birth: _____ Address: _____
City/State

Relationship: _____ Disabled: _____ Deceased: _____ Other: _____

(7) Full Name: _____
First Name/Middle Initial/Last Name

Date of Birth: _____ Address: _____
City/State

Relationship: _____ Disabled: _____ Deceased: _____ Other: _____

Client Goals and Objectives

The foundation of any quality estate plan is the goals you have for yourself, your loved ones, and your property. Our firm provides quality Estate Planning services tailored to your specific goals. Please take a moment to consider your estate planning goals

_____ **Last Will & Testament:** A document that contains directions about who should receive your property. It also serves as evidence intent to avoid the intestacy laws provide by the state. A Last Will & Testament may include provisions for who should look after minor children in the event you or your spouse cannot die due to death or incapacitation.

_____ **Guardianship/Testamentary Trust:** A trust is a device where legal ownership of property in the trust is held by one person. This "Trustee" manages the property for the benefit of the "beneficiary." If minor children are to inherit property, a "Testamentary Trust" is an ideal entity to provide for your children's health, education and maintenance, but does not allow the children to inherit a large sum of money at once. In fact, Nebraska law does not allow minors to deal with large sums of money. Accordingly, parents with minor children should provide in their wills for a trustee to hold legal title to property until the children reach at least the age of 19 (the age of majority in Nebraska). In many situations, parents choose to have part of the trust assets transferred to the minor's full control at one age, and the balance over a period of years as the child ages, matures, and learns how to handle financial matters on their own.

_____ **Asset Disposition List:** Many wills contains a provision that allows the testator to make out a list detailing who is to receive specific items of personal property. Also known as a "laundry list" this list lists specific items such as jewelry, dishes, pieces of furniture, and other "tangible personal property." An Asset Disposition List is convenient because it can be changed whenever something comes to mind, without having to pay a lawyer to make changes.

_____ **Power of Attorney for Health Care:** Should become incapacitated *during your lifetime*, a Power of Attorney for Health Care ("HPOA") allows you to designate an "agent" to handle certain affairs and make decisions for you if cannot make your own decisions due to disability or illness. If you do not have a HPOA and you become incapacitated, many times your family will be required to establish a formal guardianship and/or conservatorship in order to take care of your needs and handle your affairs. Guardianships and conservatorships can be costly and require ongoing oversight by a court. Use of a power of attorney can usually alleviate the costs, administrative burden, and ongoing oversight by a court of law.

_____ **General Durable Power of Attorney:** Similar to a HPOA, a General Durable Power of Attorney ("GPOA") allows you to designate an "agent" during your lifetime to handle financial and general affairs and make decisions for you if cannot make your own decisions due to disability or illness.

_____ **Advanced Directive:** An Advanced Directive also known as a "Living Will" and is an instrument you can execute which gives guidance to health care providers and your family if you should go into a terminal, comatose, vegetative state. In essence, the Living Will addresses situations in which a person goes into a persistent vegetative state that, without the administration of life sustaining treatment would ultimately result in death within a relatively short period of time. In that instance, the individual directs the attending physician to withhold or withdraw life sustaining treatment. The Living Will is drafted to conform with the provisions of the Nebraska Rights of the Terminally Ill Act.

_____ **Trust Asset Planning:** By placing assets into trust, you can provide for yourself during your lifetime while protecting those assets from creditors and family members. Trust Asset Planning also allows you to provide for your loved ones after you are gone. For animal lovers (like many of us at this firm), you can provide for your pets after you are gone in a way that makes sure they will be cared for the rest of their lives in a way you chose. A Pet Trust is an inexpensive addition to either a will or a trust for asset planning and, in general, does not require a separate trust for your pets.

_____ **Business Succession Planning:** Many small business owners pour their lives into their business. Business Succession Planning allows owners to ensure a seamless transition from one generation of management to the next and help ensure the survival of the business.

_____ **Business Entity Planning:** Choosing the right legal entity is an extremely important step in a business plan. There are numerous legal considerations including asset protection, tax treatment, and flexibility for your business. We can walk you through the maze and tailor an entity plan to your situation, your business and your goals.

_____ **Other:** _____

Specific Planning Goals

This section is optional. You may answer the following questions to help us ascertain the goals and values unique to your situation. Check yes if the goal applies to you and no if it does not. Knowing your goals will help us create the best plan for you and your legacy.

1. To get our estate in order so that it is consistent, comprehensive and cost effective.
Yes: _____ No: _____
2. To control all of our assets while we are alive and healthy.
Yes: _____ No: _____
3. To provide for my surviving spouse.
Yes: _____ No: _____
4. To control which of our family or loved ones will make decisions for us if we're incapacitated, including health care and life support decisions.
Yes: _____ No: _____
5. To plan for the transfer and survival of the family business at disability or death.
Yes: _____ No: _____
6. To avoid contests and disputes upon death.
Yes: _____ No: _____
7. To avoid formal probate proceedings.
Yes: _____ No: _____

Client Assets

In order for us to identify all of the planning opportunities unique to your situation, please take a moment to fill in the following asset information as completely as you feel is necessary to achieve your goals. It is very important that we know and understand you own your property because the manner of ownership can determine who will receive the property upon death.

If you don't have all the information right now, don't worry, we can help you gather the information later when or if we need such information.

Bank Accounts & CD's

Name/Type of Account	Account #:	555-USA-555
EXAMPLE: Wells Fargo Checking Account 123 Main Street Lincoln, NE 68555	Owner:	John Smith
	Co-Owner:	Jane Smith
	Account Value:	\$ 5,000
Name/Type of Account	Account #:	
	Owner:	
	Co-Owner:	
	Account Value:	
Name/Type of Account	Account #:	
	Owner:	
	Co-Owner:	
	Account Value:	
Name/Type of Account	Account #:	
	Owner:	
	Co-Owner:	
	Account Value:	

Retirement Plans

(Please list IRA's 401(k)'s, Profit Sharing Plans, and other qualified retirement accounts)

Name/Type of Account	Account #:	111222333
EXAMPLE: Investment Corp. 401(k) through work	Owner(s):	John Smith
	Beneficiary(ies):	Jane Smith
	Account Value:	\$ 55,000
Name/Type of Account	Account #:	
	Owner(s):	
	Beneficiary(ies):	
	Account Value:	
Name/Type of Account	Account #:	
	Owner(s):	
	Beneficiary(ies):	
	Account Value:	
Name/Type of Account	Account #:	
	Owner(s):	
	Beneficiary(ies):	
	Account Value:	

Investment Accounts / Individual Stock Holdings

(Please list non-qualified stocks, brokerage accounts or other certificates such as LLC interests)

Name/Type of Account	Account #:	99222333
EXAMPLE: Stocktrader.com Brokerage Account	Owner(s):	John Smith
	Beneficiary(ies):	Jane Smith
	Account Value:	\$ 20,000
Name/Type of Account	Account #:	
	Owner(s):	
	Beneficiary(ies):	
	Account Value:	
Name/Type of Account	Account #:	
	Owner(s):	
	Beneficiary(ies):	
	Account Value:	
Name/Type of Account	Account #:	
	Owner(s):	
	Beneficiary(ies):	
	Account Value:	

Bonds and Notes

(Please list all types and series of bonds. You do not need to list each individual U.S. Savings Bond.
We will get the numbers off each bond)

Description (U.S. Savings Bonds, corporate, municipal bond, etc.)	Number of Bonds for each Series/Type:	1
EXAMPLE: Nebraska Bank Savings Bond	Bond Number:	ABC-1995-54
	Owner(s):	John and Jane Smith
	Face Value:	\$ 10,000
Description (U.S. Savings Bonds, corporate, municipal bond, etc.)	Number of Bonds for each Series/Type:	
	Bond Number:	
	Owner(s)/Beneficiary(ies):	
	Face Value:	
Description (U.S. Savings Bonds, corporate, municipal bond, etc.)	Number of Bonds for each Series/Type:	
	Bond Number:	
	Owner(s)/Beneficiary(ies):	
	Face Value:	
Description (U.S. Savings Bonds, corporate, municipal bond, etc.)	Number of Bonds for each Series/Type:	
	Bond Number:	
	Owner(s)/Beneficiary(ies):	
	Face Value:	

Real Estate

(Please list all the real estate or real property you own or control through a trust. If you do not know all the information, don't worry. We can get that information later)

Property Description	Owner(s):	John and Jane Smith as Joint Tenants
EXAMPLE: 1234 S. Main Street, Lincoln, NE 68504	Approximate Value:	\$200,000
	Mortgage Company:	First USA Bank
	Approximate Mortgage Balance:	\$99,000
Property Description	Owner(s):	
	Approximate Value:	
	Mortgage Company:	
	Approximate Mortgage Balance:	
Property Description	Owner(s):	
	Approximate Value:	
	Mortgage Company:	
	Approximate Mortgage Balance:	
Property Description	Owner(s):	
	Approximate Value:	
	Mortgage Company:	
	Approximate Mortgage Balance:	

Life Insurance Policies

(Please list your life insurance policies such as term, group term, whole life, etc.)

Insurance Company and Type of Policy	Policy #:	321564984
EXAMPLE: Nebraska Life Insurance Corp. Whole Life Policy Death Redemption Value: \$100,000	Owner(s):	John Smith
	Insured(s):	John Smith
	Beneficiary(ies):	Jane Smith
Insurance Company and Type of Policy	Policy #:	
Death Redemption Value:	Owner(s):	
	Insured(s):	
	Beneficiary(ies):	
Insurance Company and Type of Policy	Policy #:	
Death Redemption Value:	Owner(s):	
	Insured(s):	
	Beneficiary(ies):	
Insurance Company and Type of Policy	Policy #:	
Death Redemption Value:	Owner(s):	
	Insured(s):	
	Beneficiary(ies):	