

WILL INFORMATION SHEET
ROBERT A. BURSON, P.A.

PLEASE PRINT LEGIBLY

01. **NAME:** (Include your full legal name, the name by which you are generally known and all variations of your name by which you hold title to property such as stocks, bonds, bank accounts and real estate)

02. **PERMANENT RESIDENCE ADDRESS:** _____

03. **TELEPHONE NUMBER: (HOME)** (_____) _____

TELEPHONE NUMBER: (WORK) (_____) _____

04. **EMAIL ADDRESS:** _____

05. **NET WORTH:** (net worth equals the value of all of your assets if they were all sold today at fair market value plus the proceeds of all life insurance payable upon your death less the amount of all of your debts, including mortgages)

Is your net worth more or less than \$5,000,000.00 (combined with your spouse if you are married) _____ If "more", what is your estimate of your net worth? \$ _____

06. **IF YOU ARE MARRIED:**

A. List The States in Which You Have Resided as Husband And Wife:

B. Do you have a prenuptial or other marital agreement concerning the ownership and distribution of your assets? _____ (If so please bring a copy to our meeting.)

C. Do you own all of your assets jointly as husband and wife? _____

07. **NAMES, ADDRESSES, AGES AND TELEPHONE NUMBERS OF PEOPLE TO BE MENTIONED IN YOUR ESTATE PLANNING DOCUMENTS.** On the following page please identify each person who is to be included within your will, trust, power of attorney, health care surrogate, and living will. Make extra pages if needed. Provide their full legal names and their common name which you usually use for them (Example: John David Smith, "Johnnie")

NAME - Give their legal names and the names you commonly use for them	ADDRESS	PHONE #	EMAIL ADDRESS	HOW RELATED TO YOU	AGE

08. **DISTRIBUTION OF ASSETS:** In your own words state how you want your estate to be distributed (attach a separate sheet if needed).

Remember to consider **alternative beneficiaries** in case a primary beneficiary predeceases you. For example,

“If I am survived by my spouse, then my spouse gets everything.
But, if my spouse does not survive me, then everything is to be divided equally among my children.
But, if one of my children does not survive me, then his or her share goes to his or her children (my grandchildren) in equal shares.”

You can give **specific gifts** to individuals (\$X to my cousin Vinnie, if he survives me), or **gifts as percentages** (30% to John, 30% to Mary, and 40% to Tom), or a combination of specific gifts and percentages (\$X to Vinnie and split the balance equally among those of the following who survive me: John, Mary and Tom.

09. **FIDUCIARIES:** Select the persons you want to serve as personal representative and, if applicable to your situation, a trustee and a guardian. Also select alternates or back-ups in case those you name first are not able to serve for any reason. You can select more than one person for each position if you desire so that they would serve as co-personal representatives, co-trustees or co-guardians.

- A. **Personal Representative** (in some states the PR is called the executor). The PR is the person who is responsible for administering the probate estate to make sure all debts are paid and all assets are properly distributed.
- B. **Trustee:** You will need to appoint a trustee if there is any chance that a person who is not 18 years of age is to receive a monetary gift. The trustee needs to be someone who can responsibly handle someone else's money and who is close to the beneficiary.

The trustee is usually given the discretion to make distributions to the beneficiary at whatever times the trustee feels is appropriate until the beneficiary reaches a certain age (usually age 25) at which time whatever money is left is then distributed to the beneficiary. Alternatively, you can strictly control when and how much money is distributed. For example, you can provide that a percentage is to be distributed on certain dates (birthdays, holidays, etc) or upon certain events (obtaining a college degree or the marriage of the beneficiary)

If you give the trustee discretion, you should discuss with the trustee how you would want the money distributed to the beneficiary. For example, you may want to discuss that you want to encourage education so that the trustee should spend whatever money is requested if it is helping in the education of the beneficiary.

- C. **Guardian:** If you have minor children, you will need to appoint a person to have custody of, and who will raise, your children in the event of the death of both natural or adoptive parents.

For each of the above that applies, provide the names and full contact information of the agent on the chart at the end of this form and insert their common names below.

	Personal Representative	Trustee	Guardian
Primary			
1st Alternate			
2nd Alternate			

12. **APPOINTMENTS OF PEOPLE AS AGENTS TO ASSIST YOU.** It is often helpful if you appoint someone to act for you on business or health related matters. There are 3 documents commonly used by which you may name the persons you wish to be able to act for you.

- A. **.DURABLE POWERS OF ATTORNEY:** A durable power of attorney, herein referred to as “POA”, is a separate document by which you may appoint someone else to have the legal ability to sign for you on “business matters”. This includes the ability to have access to your banking and investment accounts, your real estate and all other assets. It is useful in circumstances where you are not able to handle your business matters as a result of a stroke, accident or other reason. You want to appoint only someone who you trust completely. If you are married and if your spouse is competent, then your spouse will most likely be the person you appoint. However, you will need to provide alternatives in case something happens to both of you. The person you appoint is called your “agent” or your “attorney in fact.” A POA becomes effective as soon as you sign it so that if the agent has the original or copy of it, then the agent can use it immediately.

- B. **HEALTH CARE SURROGATE:** A health care surrogate is someone you appoint to make decisions for you concerning your health care at the times when you are unable to make such decisions. It is not effective as long as you are able to communicate with the health care professionals about your health care but should you have a stroke or other illness or accident which prevents you from doing so, then you want to be sure that you have appointed someone who knows your desires and who will be able to carry them out.

- C. **LIVING WILL.** A living will is also referred to as the “pull the plug” document. This document is used in situations where an individual is being kept alive by artificial means such as respirators and/or by the forced feeding of food and hydration through feeding tubes and where life would not continue without the removal of the artificial means and forced feeding. By this document you appoint someone to make the decision for you, *when you are not able to do so*, to tell the health care providers that it is time to ‘pull the plug’. Obviously, the person you appoint needs to be someone who knows of your desires in this respect. Typically the person named as the health care surrogate is also the person named in the living will.

If you want any of the above 3 documents then provide the names and full contact information of the agent on the chart at the end of this form and insert their common names below .

	Power of Attorney	Health Care Surrogate	Living Will
Primary			
1 st Alternate			
2 nd Alternate			

10. **LIFE INSURANCE And Other Assets With BENEFICIARY DESIGNATIONS:** It is important to review all of your life insurance policies, IRA accounts, annuities and other assets that have beneficiary designations so that you can be sure the proceeds go to the right party. Usually the primary beneficiary designation is thought out and is correct but we need to consider who is the beneficiary in case your primary beneficiary does not survive you. Provide the following information concerning your assets which have beneficiary designations (attach information on an additional sheet).

Type of asset (life insurance; annuity; IRA, POD bank accounts, etc)	Person Insured if life insurance or owner(s) of other assets	Name of life insurance company; investment company; bank; etc	Policy # / Account #	Primary Beneficiary	Secondary Beneficiary	Value

11. **REAL ESTATE.** We usually do not need to see the deed(s), or copies, to any real estate which you own unless you are going to either give the real estate to a particular person or unless it is to be placed into a living trust. If you have them where it is convenient to bring to our meeting, then please do so. Otherwise, if we need to see them, you can bring them to our office after the first meeting and we will make copies.

12. **MISCELLANEOUS:** Please provide any other information which you want us to consider in your estate planning.
