

Date: _____

Re: Estate Planning

Dear _____,

Thank you for calling our office for your Long-Term Care and Estate Planning needs.

Attached you will find a Planning Questionnaire. It is important for you to answer this questionnaire accurately and completely. We request you to have returned this questionnaire as least two days before your scheduled appointment.

After our initial consultation and if you decide to retain us, our office will give you an analysis of the legal issues involved and make recommendations on the proper steps to achieve your goals.

If for any reason you are unable to keep your appointment or have questions regarding the check list of documents, please call our office.

We hope to provide you with directions to help you through the Estate and Long-Term Care Planning maze. We know the way and will help your family find it as well.

Very truly yours,

Robert H. Lugg, Esq.

Enclosure

LUGG and LUGG LAW OFFICES
MEMORANDUM

TO: Estate Planning Clients of Lugg and Lugg

FROM: Robert H. Lugg and John K. Lugg

RE: Estate Planning Considerations

Frequently, our estate planning clients ask us how they can be better prepared to discuss their estate plans and how they can, through prior preparation, make their estate planning sessions with us more informative and productive.

This memorandum briefly discusses a number of issues that, in most cases, require some thought and consideration before decisions can be made. Consideration of these issues by clients prior to the initial estate planning conference allows for more economical use of time, for more attention to be focused on significant concerns and generally for a more stimulating and informative session. Accordingly, it may be appropriate for you to consider the following points before you discuss your estate plan with us and your other advisors:

1. **Ownership of Property.** Many individuals believe that estate planning involves only making a will. An important (and often neglected) step in any estate plan involves making an inventory of what you own and how you own it. If, for instance, you own property jointly with a right of survivorship with another individual, at your death, the property will pass automatically to the surviving joint owner, regardless of the terms of your will. In order to assist you in compiling this inventory, we have designed an Estate Planning Summary Form (attached) on which you can list your assets and the manner in which you own them and also on which you can provide to us other essential information.
2. **Beneficiary Designations.** Many of your assets will pass to the beneficiary or beneficiaries you designate on beneficiary designation forms. Life insurance and the various types of retirement plans (e.g., pension and profit-sharing plans, IRA's, etc.) are two examples of types of assets that are distributed according to a lifetime beneficiary designation, not according to your will. Your beneficiary designations (primary as well as contingent) should also be noted on the Estate Planning Summary Form.
3. **Choice of Executor.** Your will allows you to designate an executor (sometimes referred to as a "personal representative"). Your executor is responsible for, among other things, collecting the assets of your estate, accounting for these assets to the Court, filing any necessary death or income tax returns, and distributing your assets in accordance with your will. Many clients select their spouse as their executor. Some thought should be given to the selection of an alternate executor should your primary executor be unable to serve or

predecease you. Frequently, a trusted relative or friend or a financial institution is chosen to serve in this capacity.

4. **Guardian for Minor Children.** You and your spouse can appoint a guardian for any minor children in your will. The guardian will serve at your death if your spouse predeceases you. This individual will be responsible for raising your children in his or her home in the event of your death. Naturally, this matter should be discussed with the potential guardian before the will is executed.
5. **Trusts.** It is possible for you to incorporate trust arrangements for your family (spouse, children, grandchildren, ect.) in your will. Such trusts can be very useful in carrying out your intentions regarding leaving part of your estate to heirs who are unable to personally manage their inheritance (e.g., children, disabled individuals, and the elderly). Properly designed trusts can also provide very substantial asset protection. This is particularly helpful in protecting your home and perhaps savings from the high cost of Long Term Nursing Home care.
6. **Alternative Dispositions.** Many clients have considered who the primary beneficiaries of their estate will be. However, if these individuals predecease the client, then alternative or contingent beneficiaries should be selected. If no such disposition is made, then State law will govern the distribution of the estate assets. Frequently, in such circumstances, a client may prefer to have a charity receive his or her estate rather than a distant relative.
7. **Specific Items of Property.** Occasionally, a client wishes to provide that a specific item of personal property, a parcel of real estate or a specific sum of money be distributed to a particular individual. If you are considering such a disposition, you should be prepared to specifically describe the item and indicate how you desire to dispose of it. At our meeting, we will discuss how best to accomplish these intentions.
8. **Other Agreements.** Other agreements you may have entered into can frequently have an effect on your estate plan. Examples of such agreements are prenuptial agreements, property settlement agreements entered into as a result of a divorce proceeding, stock purchase or stock redemption agreements, partnership agreements, etc. If you are the owner of a closely held business, the relationship between you, your business and other owners of the business (if any) should necessarily be considered in the planning for the distribution of your estate. You should review any such agreements before your appointment. It will be helpful for you to provide us copies of any such agreements.

We look forward to working with you in accomplishing your estate planning goals.

Very Truly Yours,
Robert H. Lugg and John K. Lugg

Estate Planning Questionnaire

1. Who will be attending your initial consultation? _____

2. What are your 3 main goals for this consultation?

- _____
- _____
- _____

3. How were you referred to Lugg & Lugg Law Office? _____

4. CLIENTS' PERSONAL INFORMATION:

SELF/CLIENT - Full Name

SPOUSE - Full Name

SELF/CLIENT - Date of Birth

SPOUSE - Date of Birth

SPOUSE - Date of Death (If applicable)

Do you have a pre-marital or post-marital agreement? Yes No

*If yes, please attach document

SELF/CLIENT:

A U.S. Citizen? Yes No

A Veteran? Yes No

Number of Times Married: _____

E-Mail: _____

Employer: _____

Work Phone: _____

Medical Concerns: _____

Street Address: _____ City: _____ State: _____

Zip Code: _____ County: _____ Phone: _____

SPOUSE:

A U.S. Citizen? Yes No

A Veteran? Yes No

Number of Times Married: _____

E-Mail: _____

Employer: _____

Work Phone: _____

Medical Concerns: _____

5. CHILDREN'S INFORMATION

Does anyone in your family have a physical, intellectual, or developmental disability?

Yes No

Is anyone in your family receiving Supplemental Income? (SSI) or Social Security Disability (SSD)

Yes No

Child's Full name: _____ SSN: _____ DOB: _____

Address: _____ Phone: _____

Child's Full name: _____ SSN: _____ DOB: _____

Address: _____ Phone: _____

Child's Full name: _____ SSN: _____ DOB: _____

Address: _____ Phone: _____

Child's Full name: _____ SSN: _____ DOB: _____

Address: _____ Phone: _____

6. CLIENTS' ADVISORS

	<u>NAME</u>	<u>PHONE NUMBER</u>
FINANCIAL PLANNER		
ACCOUNTANT		
INSURANCE AGENT		
OTHER ADVISOR		

7. FINANCIAL DATA

- Do you own any property subject to an oil or gas lease? Yes No
- Have you ever filed a United States Gift Tax Return (Form 709)? Yes No
- Have you given any assets in excess of \$500.00 (gifts of money, your home or other property, automobiles, etc.) to individuals or to a trust in the last five years? Yes No

***If yes, please fill in the table below**

ASSET GIFTED VALUE	DATE OF GIFT	GIVEN TO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>PERSONAL PROPERTY</u>	<u>VALUE/ AMOUNT OWED</u>	<u>JOINT</u>	<u>SELF/CLIENT</u>	<u>SPOUSE</u>
Primary Residence (Assessed Value) Please obtain from Tax Bill: Parcel #: _____ Acres: _____ Building & Improvements: _____	\$	\$	\$	\$
Additional Real Estate #1 (Condos, Hunting Clubs, Rentals)	\$	\$	\$	\$
Automobile (most valuable)	\$	\$	\$	\$
Additional Automobiles	\$	\$	\$	\$
Personal Effects, Household Items, Collections	\$	\$	\$	\$
Other	\$	\$	\$	\$
Other	\$	\$	\$	\$
Other	\$	\$	\$	\$
TOTAL				

7. FINANCIAL DATA (Continued)

<u>ACCOUNTS/ POLICIES</u>	<u>TOTAL NUMBER OF ACCOUNTS/POLICIES</u>	<u>JOINT</u>	<u>SELF/CLIENT</u>	<u>SPOUSE</u>
Savings Accounts		\$	\$	\$
Checking Accounts		\$	\$	\$
Money Market Accounts		\$	\$	\$
Certificates of Deposit		\$	\$	\$
Mutual Funds		\$	\$	\$
Stocks		\$	\$	\$
Bonds		\$	\$	\$
Annuities		\$	\$	\$
IRAs		\$	\$	\$
401Ks		\$	\$	\$
Whole Life Insurance		\$	\$	\$
Term Life Insurance		\$	\$	\$
Group Life Insurance		\$	\$	\$
Other		\$	\$	\$
TOTAL				

<u>OTHER ASSETS</u>	<u>JOINT</u>	<u>SELF/CLIENT</u>	<u>SPOUSE</u>
Business Interests (LLC, FLP, S-Corp, Etc.)	\$	\$	\$
Burial Accounts	\$	\$	\$
Long Term Care Insurance Daily Benefit: \$ _____ Max Benefit: \$ _____	\$	\$	\$
Other	\$	\$	\$
TOTAL			

<u>INCOME</u>	<u>SELF/CLIENT</u>	<u>SPOUSE</u>
Social Security	\$	\$
Pension	\$	\$
Interest	\$	\$
Other:	\$	\$
Other:	\$	\$
TOTAL		

8. CERTIFICATION

Questionnaire Completed By: _____

Date Completed: _____

Thank you for completing our Confidential Client Questionnaire.

We ask that you return the completed Questionnaire at least two days before your scheduled consultation. This gives us time to review prior to the appointment to be able to serve your specific needs at the best of our ability.

You may drop the completed form off at the office or email it to lhlaw@lugglaw.com.

If you have questions about your consultation or this questionnaire, we would be happy to assist you. Please call our office at (570) 748-2481.