PERSONAL AND FINANCIAL ORGANIZER FOR YOUR ESTATE PLAN (MARRIED)

Date:			File No.: L		
SECTION 1	- General I	nformatio	on		
HUSBAND:					
Full Name:					
Address:					
Addr2:					
City:			State:	ZIP:	
Phone:			Office:		
Cell:			Fax:		
E-Mail:					
Date of Birth:		Soc	cial Security#		
U.S. Citizen:	Yes	No			
Employer:					
Address:					
Addr2:					
City:			State:	ZIP:	

WIFE:					
Full Name:					
Address:					
Addr2:					
City:			State:	ZIP:	
Phone:			Office:		
Cell:			Fax:		
E-Mail:					
Date of Birth: _		Socia	al Security#		
U.S. Citizen:	Yes	No			
Employer:					
Address:					
Addr2:					
City:			State:	ZIP:	
Date of Marriag	e:		<u> </u>		

SECTION 2 - About You

YOUR CHILDREN (Please provide Name, Address, Date of Birth, Telephone/Cell Phone Number, E-Mail):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Full Name:			
Address:			
Addr2:			
City:		State:	ZIP:
Phone:		Cell:	
E-Mail:			
Date of Birth:			
Related to:	Both	Husband Only	Wife Only
	Biologic Child	Legally Adopted	Step-Child
	Adult	Minor	Needs Special Care
Full Name:			
Address:			
Addr2:			
City:		State:	ZIP:
Phone:		Cell:	
E-Mail:			
Date of Birth:			
Related to:	Both	Husband Only	Wife Only
	Biologic Child	Legally Adopted	Step-Child
	Adult	Minor	Needs Special Care

YOUR CHILDREN (*Continued*): (Please provide Name, Address, Date of Birth, Telephone/Cell Phone Number, E-Mail):

	Additional space for remarks is	provided at the end of the form or feel free to attach a sep	parate sheet of paper.)
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Full Name:			
Address:			
Addr2:			
City:		State:	ZIP:
Phone:		Cell:	
E-Mail:			
Date of Birth:			
Related to:	Both	Husband Only	Wife Only
	Biologic Child	Legally Adopted	Step-Child
	Adult	Minor	Needs Special Care
Full Name:			
Address:			_
Addr2:			·
City:		State:	ZIP:
Phone:		Cell:	
E-Mail:			
Date of Birth:			
Related to:	Both	Husband Only	Wife Only
	Biologic Child	Legally Adopted	Step-Child
	Adult	Minor	Needs Special Care

YOUR GRANDCHILDREN (Please provide Name, Address, Date of Birth, Telephone/Cell Phone Number, E-Mail and Parents' Names):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Full Name:			
Address:			
Addr2:			
City:		State:	ZIP:
Phone:		Cell:	
E-Mail:			
Date of Birth:			
Parents' Names:			
Related to:	Both	Husband Only	Wife Only
	Biologic Child	Legally Adopted	Step-Child
	Adult	Minor	Needs Special Care
Full Name:			
Address:			
Addr2:			
City:		State:	ZIP:
Phone:		Cell:	
E-Mail:			
Date of Birth:			
Parents' Names: _			
Related to:	Both	Husband Only	Wife Only
	Biologic Child	Legally Adopted	Step-Child
	Adult	Minor	Needs Special Care

YOUR GRANDCHILDREN (*Continued*): (Please provide Name, Address, Date of Birth, Telephone/Cell Phone Number, E-Mail and Parents' Names):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Full Name:			
Address:			
Addr2:			
City:		State:	ZIP:
Phone:		Cell:	
E-Mail:			
Date of Birth:			
Parents' Names:			
Related to:	Both	Husband Only	Wife Only
	Biologic Child	Legally Adopted	Step-Child
	Adult	Minor	Needs Special Care
Full Name:			
Address:			
Addr2:			
City:		State:	ZIP:
Phone:		Cell:	
E-Mail:			
Date of Birth:			
Parents' Names: _			
Related to:	Both	Husband Only	Wife Only
	Biologic Child	Legally Adopted	Step-Child
	Adult	Minor	Needs Special Care

HUSBAND'S PARENTS (Please provide Name, Address, Age/Date of Birth, Telephone/Cell Phone Number and E-mail):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:		
E-Mail:				
Date of Birth:	Age		Living	Deceased
Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:		
E-Mail:				
Date of Birth:	Age		Living	Deceased

WIFE'S PARENTS (Please provide Name, Address, Age/Date of Birth, Telephone/Cell Phone Number and E-mail):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:		
E-Mail:				
Date of Birth:	 Age		Living	Deceased
Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:		
E-Mail:				
Date of Birth:	 Age		Living	Deceased

YOUR BROTHERS AND SISTERS (Please provide Name, Address, Telephone/Cell Phone Number, Date of Birth and E-mail):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Full Name:					
Address:					
Addr2:					
City:			State:	ZIP:	
Phone:		_	Cell:_		
E-Mail:					
Date of Birth:	F	Related to:		Husband	Wife
Full Name:					
Address:					
Addr2:					
City:			State:	ZIP:	
Phone:			Cell:_		
E-Mail:					
Date of Birth:	F	Related to:		Husband	Wife
Full Name:					
Address:					
Addr2:					
City:		_	State:	ZIP:	
Phone:			Cell:_		
E-Mail:					
Date of Birth:	F	Related to:		Husband	Wife

YOUR BROTHERS AND SISTERS (Continued): (Please provide Name, Address,

Telephone/Cell Phone Number, Date of Birth and E-mail):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:_		
E-Mail:				
Date of Birth:	Ro	elated to:	Husband	Wife
Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:_		
E-Mail:				
Date of Birth:	Ro	elated to:	Husband	Wife
Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:_		
E-Mail:				
Date of Birth:	Ro	elated to:	Husband	Wife

OTHER BENEFICIARIES (Please provide Name, Address, Telephone/Cell Phone Number, Relationship to You):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Full Name:		
Address:		
Addr2:		
City:	State:	ZIP:
Phone:	Cell:	
E-Mail:		
Date of Birth:	Relationship to you:	
Full Name:		
Address:		<u> </u>
Addr2:		
City:	State:	ZIP:
Phone:	Cell:	
E-Mail:		
Date of Birth:	Relationship to you:	
Full Name:		
Address:		
Addr2:		·
City:	State:	ZIP:
Phone:	Cell:	
E-Mail:		
Date of Birth:	Relationship to you:	

Background Information:

Yes No

- 1. Have you or your spouse ever changed your name other than changing your name when you married?
- 2. Have you or your spouse ever signed a Will or Trust?
- 3. Do any of your children/beneficiaries receive government support or benefits because of disability or handicap?
- 4. Do you or your spouse have any financial obligations/support from a divorce?
- 5. Do you have any pre-nuptial agreements?
- 6. Do you have any significant health problems which we should be aware of in preparing your estate plan?
- 7. Do you currently support or expect to support a parent or other person?
- 8. Have you or your spouse ever filed a federal or state gift tax return?
- 9. Do you anticipate receiving a significant inheritance?
- 10. Have you recently inherited significant assets?
- 11. Were you or your spouse in Military Service?
- 12. Were you or your spouse retired from Military Service?
- 13. Have you ever lived in a community property state?

 [AZ, CA, Texas, Idaho, LA, New Mexico, Nevada, WA, WI]
- 14. Did you retain any community property when you moved to Virginia?
- 15. Do you own or operate a family business?

If you answered "YES" to any of these questions, please include details which you think would be helpful.

SECTION 3 – Beneficiaries

2.

3.

4.

To whom do you wish to leave your personal property? - Spouse Fi	rst	
Children in equal shares Other:		
I plan to write a memorandum leaving specific items to individuals or pro instruction to my Executor regarding the distribution of my personal prop	_	
	Yes	No
If you prepare a memorandum, it must be signed and dated. We will provinstructions and a form for completing a memorandum.	ride you	with
Special Gifts to Organizations:		
Do you want to make any special gifts to charitable organizations? Please list:	Yes	No
Special Gifts to Individuals:		
Do you want to give a specific amount of money to any family member of individual? Please list:	r other Yes	No
Special Care to Individuals:		
Do you wish to provide for someone who needs special care? Please list:	Yes	No

5.	Beneficiarie	es:			
	distributed?		nate a do		estate after these special gifts have been unt or a percentage. (Please provide names
6.	Alternate B	eneficiaries:			
	•		•	•	ou (and your spouse) outlive the provide names and dollar amount or
7.	Instructions	s regarding dis	stributio	n of your	r property:
	Do you want trust?	t your beneficia	aries to re	eceive the	eir inheritance outright and all at once, or in
	Spouse:	Outr	ight	Other:	
Child	lren:	Outright	Trust		
Grand	lchildren:	Outright	Trust		

8. The "Black List":

Are there any relatives or in-laws that you specifically do not want to receive anything from your estate?

Yes No (Please provide Names and Relationship):

•	Pets:			
	Do you own a pet?		Yes	No
	Have you identified a friend or fa your pet once you are gone?	amily member who will care for	or Yes	No
	Name of person to who will care	for your pet(s):		
	Full Name:			
	Address:			
	Addr2:			
	City:	State:ZI	P:	
	Phone:	Cell:		
	E-Mail:			
	Do you want to leave money to t	his person to care for you pet?	Yes	No
	If Yes, Amount: \$			
	We recommend that you write a identify the person(s) who will ta		n and in the men	10

Trust for Minor Children:

If you have minor children, list the Trustee(s) for the Trust for your minor children (Please provide Name, Address and Telephone Number) for both your Primary Trustee and Alternate Trustee):

Primary:						
Full Name:						
Address:						
Addr2:						
City:				_State:	ZIP:	
Phone:				_Cell:		
E-Mail:						
Primary	Trustee	C	Co-Trustee			
Alternate:						
Full Name:						
Address:						
Addr2:						
City:				_State:	ZIP:	
Phone:				_Cell:		
E-Mail:						
Alterna	te Trustee	C	Co-Trustee			

Terms for Trust: \square Common Trust \square Separate Shares □ HEMS □ Other Standard _____ ☐ College - BA Only □ College - Automobile ☐ College - Graduate School □ Wedding ☐ *Down Payment on Home* Distribution date: _____ Tiered Distribution: _____% at Age_____ _____% at Age_____ _____% at Age_____ % at Age_____ Other Terms: *ALL OTHER TRUSTS* Revocable Trust: □ *Individual* \square *Joint* Sub-Trusts: \square *Minor's* ☐ Family Trust/Credit Shelter \square *Marital* Special Needs Trust: \square *Stand alone* ☐ *Testamentary or Sub-trust*

To be completed by Attorney:

TRUSTEES for your Revocable Trust (if applicable)

Initial Trustee	:	You	Other:			
Successor Tru	stees:					
lifetime and or	your death. T k. (Please pro	he Trustee vide Name	can be an a , Address ar	dult child, ot ad Telephone	ome incapacitated during y her relative, friend, account Number) and indicate if your Number):	tant,
Full Name:						
Address:						
Addr2:						
City:				State:	ZIP:	
Phone:				Cell:		
E-Mail:						
Sole Su	ccessor Truste	ee (Co-Trustee			
Full Name:						
Address:						
Addr2:						
City:				_ State:	ZIP:	
Phone:				Cell:		
E-Mail:					_	
Sole Su	ccessor Truste	ee (Co-Trustee			

Number) and indicate if they will be a Sole Successor Trustee or a Co-Trustee): Full Name: Address: Addr2: _____State: _____ZIP: ____ City: Phone: _____ Cell:____ E-Mail: Sole Successor Trustee Co-Trustee Full Name: Address: Addr2: _____State: _____ZIP: ____ City: _____Cell:____ Phone: E-Mail:

TRUSTEES for Other Types of Trusts (Please include Name, Address and Telephone

(Space for Notes / Remarks)

Sole Successor Trustee Co-Trustee

SPECIFIC TERMS FOR OTHER TRUSTS

HEMS	
5 & 5 P	ower
Distribution Da	te:
Remainder Mei	1:
Full Name:	
Address:	
Addr2:	
City:	State: ZIP:
Phone:	Cell:
E-Mail:	

SECTION 4 - The People Who Will Implement Your Plan

Your Executor is the person who will settle your probate estate. He or she will pay your final expenses and distribute the property that passes through the probate process according to the instructions in your will. In your will you have the opportunity to nominate someone to serve as your Executor. If you decide to establish a Revocable Trust we still prepare a back up will for you called a "Pour-Over" Will. Please include your Executor's, Co-Executor's or Alternate Executor's Name, Address and Telephone Number.

HUSBAND: Executor:			
Full Name:			
Address:			
Addr2:			
City:	State:	ZIP:	
Phone:	Cell:		
E-Mail:			
First Nominee Co-Executor			
Full Name:			
Address:			
Addr2:			
City:	State:	ZIP:	
Phone:	Cell:		
E-Mail:			
Alternate Co-Executor			

WIFE: Executor:	
Full Name:	
Address:	
Addr2:	
City:	State: ZIP:
Phone:	Cell:
E-Mail:	
First Nominee Co-Executor	
Full Name:	
Address:	
Addr2:	
City:	State: ZIP:
Phone:	Cell:
E-Mail:	
Alternate Co-Executor	

Guardian:

If both you and the other parent of your minor children die while your children are minors, the court will appoint a guardian to take care of your minor children [under age 18]. In your will you have the opportunity to nominate a guardian: the person(s) whom you would like to raise your children - and a trustee to manage the property left for them. The Guardian and the Trustee can be the same individual or different persons. Please provide the Name, Address and Telephone Number of your Primary/Co-Guardian and Alternate/Co-Guardian.

Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:		
E-Mail:				
Primary	Co-Guardian			
Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:		
E-Mail:				
Alternate	Co-Guardian			

SECTION 5 - Powers of Attorney

A Durable Power of Attorney gives your agent the authority to make financial or medical decisions on your behalf. It is a flexible legal tool and is valid from the date it is signed until you die or revoke it. The power remains valid if you become disabled or incapacitated. No formal transfer of the title to your assets is required and the power can be revoked at any time. The financial and medical powers of attorney can provide you with the security of knowing that your affairs will be handled in the manner you desire by the person(s) you've chosen. Without a durable power of attorney a guardian must be appointed by the court to handle your affairs if you become disabled.

Durable Financial Power of Attorney (Please provide Name, Address and Telephone Number for your Primary Attorney in Fact and Alternates):

HUSBAND: Primary Attorney in Fact:			
Full Name:			
Address:			
Addr2:			
City:	State:	ZIP:	
Phone:	Cell:		
E-Mail:			
HUSBAND: 1st Alternate:			
Full Name:			
Address:			
Addr2:			
City:	State:	ZIP:	
Phone:	Cell:		
E-Mail:			

HUSBAND: 2 nd Alternate:		
Full Name:		
Address:		
Addr2:		
City:	State: ZIP:	
Phone:	Cell:	
E-Mail:		
	Attorney (Continued): (Please provide Name, Address rimary Attorney in Fact and Alternates):	and
WIFE: Primary Attorney in Fact:		
Full Name:		
Address:		
Addr2:		
City:	State: ZIP:	
Phone:	Cell:	
E-Mail:		
WIFE: 1st Alternate:		
Full Name:		
Address:		
Addr2:		
City:	State: ZIP:	
Phone:	Cell:	
E-Mail:		

WIFE: 2 nd Alternate:	
Full Name:	
Address:	
Addr2:	
City:	State: ZIP:
Phone:	Cell:
E-Mail:	
Will which only addresses end The form we use was develop Association and incorporates to	ed by the American Bar Association and the American Medical he Virginia Advanced Medical Directive Statute. (Please provide the Name, Address and Telephone Number for
HUSBAND: Primary Agent for Health C	are:
Full Name:	
Address:	
Addr2:	
City:	State: ZIP:
Phone:	Cell:
E-Mail:	

HUSBAND: 1st Alternate:			
Full Name:			
Address:			
Addr2:			
City:	State:	ZIP:	
Phone:	Cell:		
E-Mail:			
HUSBAND: 2nd Alternate:			
Full Name:			
Address:			
Addr2:			
City:	State:	ZIP:	
Phone:	Cell:		
E-Mail:			

Advance Medical Directive (*Continued*): (Please provide the Name, Address and Telephone Number for your Primary Agent for Health Care and your Alternates):

WIFE: **Primary Agent for Health Care:** Full Name: Address: Addr2: _____State: _____ZIP: ____ City: Phone: Cell: E-Mail: WIFE: 1st Alternate: Full Name: Address: Addr2: _____State: _____ZIP: ____ City: _____Cell:____ Phone: E-Mail: WIFE: 2nd Alternate: Full Name: Address: Addr2: _____ State: _____ ZIP: _____ City: Phone: _____ Cell:_____ E-Mail:

SECTION 6 - Financial Information

Real Property

In lieu of completing this portion of the questionnaire, you may choose to bring a spreadsheet or statements to your appointment. A snapshot of your finances is needed for appropriate counsel.

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.) **Property 1:** Address: Addr2: _____ State: ____ ZIP: ____ City: Titled: Jointly Husband Only Wife Only Other – Trust or LLC Fair Market Value: Less Mortgage: Equity: **Property 2:** Address: Addr2: _____State: _____ZIP: ____ City: Jointly Husband Only Wife Only Other – Trust or LLC Titled: Fair Market Value: Less Mortgage: Equity:

Bank Accounts

Checking, Savings and CD's (Please include the Name of the Bank/Brokerage or Mutual Fund, type of account, how the account is named, if it has a POD designation and the approximate value of the account):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Bank Name:				
Account Type:				
Account Name:				
Approximate Value:				
Account in Name(s):	Husband	Wife	Both	
Pay On Death:	Yes No	Name:		
Bank Name:				
Account Type:				
Account Name:				
Approximate Value:				
Account in Name(s):	Husband	Wife	Both	
Pay On Death:	Yes No	Name: _		
Bank Name:				
Account Type:				
Account Name:				
Approximate Value:				
Account in Name(s):	Husband	Wife	Both	
Pay On Death:	Yes No	Name: _		

Money Market, Mutual Funds, Stocks, and Bonds (Please include the Name of the Bank/Brokerage or Mutual Fund, type of account, how the account is named, if it has a POD designation and the approximate value of the account):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Bank Name:					
Account Type:					
Account Name:					
Approximate Value:					
Account in Name(s):	Husba	nd	Wife	Both	
Pay On Death:	Yes	No	Name: _		
Bank Name:					
Account Type:					
Account Name:					
Approximate Value:					
Account in Name(s):	Husba	nd	Wife	Both	
Pay On Death:	Yes	No	Name: _		
Bank Name:					
Account Type:					
Account Name:					
Approximate Value:					
Account in Name(s):	Husba	nd	Wife	Both	
Pay On Death:	Yes	No	Name: _		

account, how the account is named, if it has a beneficiary designation and who it is, who the contingent beneficiary is, and the approximate value of the account): (Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.) Bank Name: Account Type: Beneficiary (Designated): Beneficiary (Contingent): Approximate Value: Husband Wife Account in Name(s): Both Yes Pay On Death: No Name: Bank Name: Account Type: Beneficiary (Designated): Beneficiary (Contingent): Approximate Value: Wife Account in Name(s): Husband Both Pay On Death: Yes No Name: Bank Name: Account Type: Beneficiary (Designated): Beneficiary (Contingent): Approximate Value: Account in Name(s): Husband Wife Both

Retirement Accounts (Please include the Name of the Bank/Brokerage or Mutual Fund, type of

(Space for Notes / Remarks)

Pay On Death:

Yes

No

Name:

Life Insurance Policies (Please include the name of the Insurance Company, Policy Number and Value, the name of the owner of the policy and names of the designated beneficiary and contingent beneficiary):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Company Nar	ne:			
Policy Number	er:			
Value:				
Account in Na	ame(s): Husband	d Wife	Trust	
Beneficiary (I	Designated):			
Beneficiary (0				
Company Nar				
Policy Number	er:			
Value:				
Account in Na	ame(s): Husband	d Wife	Trust	
Beneficiary (I	Designated):			
Beneficiary (Contingent):			
			del and Estimated Value of the refeel free to attach a separate sheet o	
Year:	Make:	Model:	Est.Value:	
Year:	Make:	Model:	Est.Value:	
Year:	Make:	Model:	Est.Value:	
(Space for Notes	/ Remarks)			

Business Interests : (Please include Name of the Business, Type of Business, % Estimated Value): (Additional space for remarks is provided at the end of the form or feel free to attach a separate sl		
Business Name:		_
Business Type:		_
Ownership %:		_
Est Value:		_
Business Name:		_
Business Type:		_
Ownership %:		_
Est Value:		_
Personal Property & Other Assets (Please include a brief description, whether owned or just by the husband or wife and value): Please list:	it is joir	ıtly
Do you have any special items of value, such as a coin or stamp collection, antiques or jewelry? Explain: Please list:	No	Yes
Does anyone owe you money?	No	Yes
(Please provide Name of Debtor, Value of Note/Debt and General Terms of Repa (Additional space for remarks is provided at the end of the form or feel free to attach a separate sl		
Debtor Name:		
Value:		_
Terms:		

personal loans, or student	loans?			-
			No	Yes
(Please provide Name of C (Additional space for remarks in				
Creditor:				_
Loan Type:				<u>—</u>
Amount:				
Terms:				
Creditor:				
Loan Type:				<u> </u>
Amount:				<u> </u>
Terms:				<u></u>

Do you have any debts other than the mortgages and loans listed above, such as credit cards,

SECTION 7 - Sources of Retirement Income

(Please list current sources of retirement income, if you are retired, or estimated future sources of retirement income if you are still working):

Social Security	Monthly Amount \$	
	Husband	Wife
Social Security	Monthly Amount \$	
	Husband	Wife
Military Pension	Monthly Amount \$	
	Sole	Joint and Survivor
Federal Pension	Monthly Amount \$	
	Sole	Joint and Survivor
Other Pension	Monthly Amount \$	
	Sole	Joint and Survivor
IRA	Monthly Amount \$	
	Husband	Wife
IRA	Monthly Amount \$	
	Husband	Wife
Total Income	Monthly Amount \$	

SECTION 8 - Financial Advisors

(Please list the Name, Address and Telephone Number of any accountant, stockbroker, financial planner or life insurance agent):

(Additional space for remarks is provided at the end of the form or feel free to attach a separate sheet of paper.)

Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:		
E-Mail:				
Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:		
E-Mail:				
Full Name:				
Address:				
Addr2:				
City:		State:	ZIP:	
Phone:		Cell:		
E-Mail:	_			

		Will, Tru	
_			
_			
			-

ADDITIONAL REMARKS