ESTATE PLANNING PERSONAL INFORMATION

Collins & Estrem, P.A.
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Instructions: This form is to help you gather basic information / thoughts in advance of our estate planning meeting and typically saves time at that meeting. Not everything applies. If you need additional space, please use the back pages of this form, or you may supplement however you'd like.

Notes/Questions for your Attorney:

_____

_____

_____

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_____

Please let us know whom we may thank for referring you to Collins & Estrem, P.A. for your estate planning needs:_____

Please provide Personal Information for _____

Full legal name: _____

Home address: _____

City: _____ State: _____

County: _____ Zip: _____

Phone: _____ U.S. citizen? Yes No

Cell: _____ Work: _____

Email Address: _____

Birthdate: _____ Soc. Sec. No: _____

Title/Occupation: _____

Employer: _____

Financial Adviser: _____

Previous address: _____

City: _____ State: _____

County: _____ Zip: _____

Date you moved:_____ Did you claim homestead? _____

Please provide Personal Information for _____

Full legal name: _____

Home address: _____

City: _____ State: _____

County: _____ Zip: _____

Phone: _____ U.S. citizen? Yes No

Cell: _____ Work: _____

Email Address: _____

Birthdate: _____ Soc. Sec. No: _____

Title/Occupation: _____

Employer: _____

Financial Adviser: _____

Previous address: _____

City: _____ State: _____

County: _____ Zip: _____

Date you moved:_____ Did you claim homestead? _____

Marriage Date: _____

Please provide information concerning your Children.

Full Name: _____ Birthdate: _____

Child of: _____ Number of Their Children: _____

Address: _____ Phone: _____

_____ Email: _____

Full Name: _____ Birthdate: _____

Child of: _____ Number of Their Children: _____

Address: _____ Phone: _____

_____ Email: _____

Full Name: _____ Birthdate: _____

Child of: _____ Number of Their Children: _____

Address: _____ Phone: _____

_____ Email: _____

Full Name: _____ Birthdate: _____

Child of: _____ Number of Their Children: _____

Address: _____ Phone: _____

_____ Email: _____

Full Name: _____ Birthdate: _____

Child of: _____ Number of Their Children: _____

Address: _____ Phone: _____

_____ Email: _____

Full Name: _____ Birthdate: _____

Child of: _____ Number of Their Children: _____

Address: _____ Phone: _____

_____ Email: _____

Notes: _____

_____

_____

_____

If either of you has had any children who are now deceased, please provide your deceased child's name, date of birth and death, and the names of their surviving children or other descendants. _____

Please explain the special needs of any of your children due to mental or physical disabilities.

_____

_____

Is there anything else Collins & Estrem, P.A. should be aware of relating to the children/grandchildren with respect to estate planning that you are concerned might impact their ability to receive or manage inheritance? If so, please explain. You are also welcome to bring this up in our meeting. _____

_____

_____

Name the persons you want to act as Guardian(s) of your minor children.

For _____:

Name with middle initial (in order of preference) Address:

1. _____ _____
   Relationship to above: _____ _____
2. _____ _____
   Relationship to above: _____ _____
3. _____ _____
   Relationship to above: _____ _____

For _____ (If same as above, please write "SAME"):

Name with middle initial (in order of preference) Address:

1. _____ _____
   Relationship to above: _____ _____
2. _____ _____
   Relationship to above: _____ _____
3. _____ _____
   Relationship to above: _____ _____

Name the person(s) you want as HEALTH CARE AGENT(S)
to make health care decisions for you.

For _____:

Name with middle initial (in order of preference) Address:

1. _____ _____
   Relationship to above: _____ _____
   Best Phone: _____ Email: _____
2. _____ _____
   Relationship to above: _____ _____
   Best Phone: _____ Email: _____
3. _____ _____
   Relationship to above: _____ _____
   Best Phone: _____ Email: _____

Check One: ☐ I request / ☐ I do not request / ☐ I am currently undecided as to whether I desire cremation of my remains.

For _____:

Name with middle initial (in order of preference) Address:

1. _____ _____
   Relationship to above: _____ _____
   Best Phone: _____ Email: _____
2. _____ _____
   Relationship to above: _____ _____
   Best Phone: _____ Email: _____
3. _____ _____
   Relationship to above: _____ _____
   Best Phone: _____ Email: _____

Check One: ☐ I request / ☐ I do not request / ☐ I am currently undecided as to whether I desire cremation of my remains.

Name the person(s) you want to make BUSINESS DECISIONS for you, while you are alive, under any Power of Attorney or Trust you might establish.

For _____:

Name with middle initial (in order of preference) Address:

1. _____ _____

   Relationship to above: _____ _____

2. _____ _____

   Relationship to above: _____ _____

For _____ (If same as above, please write "SAME"):

Name with middle initial (in order of preference) Address:

1. _____ _____

   Relationship to above: _____ _____

2. _____ _____

   Relationship to above: _____ _____

Name the persons you want to act as PERSONAL REPRESENTATIVE and/or TRUSTEE. This is the person you want to have authority to settle and administer your Will/Trust/Estate, etc.

For _____:

Name with middle initial (in order of preference) Address:

1. _____ _____

   Relationship to above: _____ _____

2. _____ _____

   Relationship to above: _____ _____

3. _____ _____

   Relationship to above: _____ _____

For _____ (If same as above, please write "SAME"):

Name with middle initial (in order of preference) Address:

1. _____ _____

   Relationship to above: _____ _____

2. _____ _____

   Relationship to above: _____ _____

3. _____ _____

   Relationship to above: _____ _____

Other Questions Regarding Estate Planning.

1.	Have either of you ever given anyone over $10,000 in a year?	Yes	No
2.	Have either of you ever filed a federal gift tax return?	Yes	No
3.	Have either of you been divorced or widowed?	Yes	No
4.	Have either of you ever signed a pre-nuptial agreement?	Yes	No
5.	Have either of you made a commitment to leave any assets to any person or organization?	Yes	No
6.	Do you have a safe deposit box?	Yes	No
7.	Have either of you made any funeral and/or burial plans?	Yes	No
8.	Do either of you have any pre-paid funeral/burial services?	Yes	No
9.	Do any of your children or others owe you money?	Yes	No
10.	Are there any children or others you want intentionally omitted from your estate?	Yes	No

If you answered yes to any question(s) above, please provide additional information below.

_____

_____

_____

_____

CHARITIES

Please list any charities that you want to make a gift to upon your death. _____

_____

_____

ESTATE DISTRIBUTION

If you know at this time, please provide a brief overview of how you would like your estate distributed.

Upon the first death: _____

_____

_____

_____

_____

Upon the second death: _____

_____

_____

_____

_____

FINANCIAL INFORMATION
(please add names to the columns)

Assets:	Name: _____	Name: _____	JOINT
Bank accounts	$_____	$_____	$_____
Certificates of Deposit	$_____	$_____	$_____
Real estate/home	$_____	$_____	$_____
Real estate/other	$_____	$_____	$_____
Real estate/other	$_____	$_____	$_____
Stocks/bonds/mutual funds	$_____	$_____	$_____
IRAs/401Ks	$_____	$_____	$_____
Annuities	$_____	$_____	$_____
Other investment accounts	$_____	$_____	$_____
Life insurance face amounts	$_____	$_____	$_____
Business interests	$_____	$_____	$_____
Personal property	$_____	$_____	$_____
Vehicles	$_____	$_____	$_____
Anticipated inheritance	$_____	$_____	$_____
Other assets: _____	$_____	$_____	$_____
_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
Total Assets:	$_____	$_____	$_____

Liabilities:	Name: _____	Name: _____	JOINT
Real estate mortgages payable	$_____	$_____	$_____
Loans payable	$_____	$_____	$_____
Loans against life insurance	$_____	$_____	$_____
Other debts:_____	$_____	$_____	$_____
_____	$_____	$_____	$_____
Total Liabilities:	$_____	$_____	$_____

Net Amount:	$_____	$_____	$_____

Please list beneficiaries and "pay-on-death" parties for bank accounts, retirement accounts, annuities, investment accounts, life insurance and similar assets on the following page.

Please describe any business interests on the following page.

Assets of: _____ with named beneficiaries, including retirement accounts, annuities, life insurance, "pay-on-death" bank accounts and "transfer-on-death" investment accounts:

Company	Type of Asset	Amount	Name of Joint Owner	First Beneficiary	Second Beneficiary
_____	_____	$_____	_____	_____	_____
_____	_____	$_____	_____	_____	_____
_____	_____	$_____	_____	_____	_____
_____	_____	$_____	_____	_____	_____
_____	_____	$_____	_____	_____	_____
_____	_____	$_____	_____	_____	_____

Assets of: _____ with named beneficiaries, including retirement accounts, annuities, life insurance, "pay-on-death" bank accounts and "transfer-on-death" investment accounts:

Company	Type of Asset	Amount	Name of Joint Owner	First Beneficiary	Second Beneficiary
_____	_____	$_____	_____	_____	_____
_____	_____	$_____	_____	_____	_____
_____	_____	$_____	_____	_____	_____
_____	_____	$_____	_____	_____	_____
_____	_____	$_____	_____	_____	_____
_____	_____	$_____	_____	_____	_____

Business Interests: _____

_____

_____

_____

_____

_____

CONSENT TO
COLLINS AND ESTREM, P.A.
PRIVACY POLICY AND DUAL REPRESENTATION

We are required by the Gramm-Leach-Bliley Act to inform clients of our policies regarding privacy of client information. We are also required by Minnesota Rules of Professional Conduct to obtain the consent of our clients when we represent more than one person in the same matter. Please review the information below and, if you consent, sign at the bottom of the page.

Nonpublic Personal Information We Collect. We collect nonpublic personal information about you that is provided to us by you or obtained with your authorization. We do not disclose nonpublic personal information about current or former clients obtained in the course of representation of those clients, except as expressly or impliedly authorized by those clients for purposes of our representation (such as discussions with your accountant, financial advisor, insurance agent or family members designated by you) or as required or permitted by law or applicable provisions of codes of professional responsibility governing our conduct as lawyers.

Confidentiality and Security. We retain records relating to professional services that we provide so that we are better able to assist you and, in some cases, to comply with professional guidelines or requirements of law. In order to guard our nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with federal regulations and our professional standards.

Destruction of Files. We reserve the right to destroy client files seven (7) years after they are closed.

Dual Representation. Dual representation occurs when an attorney represents two or more clients, such as a married couple, at the same time on the same matter. Such clients may have differing interests or potential or actual conflicts of interests. In amicable circumstances, where the clients apparently have the same objectives, using one attorney is helpful in coordinating an overall plan and in producing cost savings and other efficiencies. If the clients do not remain amicable throughout the representation, however, the attorney will likely need to withdraw from the representation altogether. If the attorney withdraws, clients may experience delay and additional costs in the handling of their legal matter. With regard to client confidences in dual representation situations, the attorney cannot keep information from one or more clients. By consenting to dual representation, the clients authorize the attorney to reveal each of their incomes, assets and liabilities, contents of documents, and other disclosures and information to all co-clients.

I have read and understand the above information, and I consent to dual representation and to the release of confidential information as outlined above.

Dated: _____ _____
(Signature)

Dated: _____ _____
(Signature)