
**MEYERS, RODBELL
& ROSENBAUM, P.A.**

**CONFIDENTIAL
PERSONAL INFORMATION BOOKLET**
(Subject to Attorney-Client Privilege)

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STEP

1

BACKGROUND INFORMATION

The information you provide in this section provides us with important objective information about you, your age, marital status, where you live, and how best to communicate with you. This section will ensure your names are spelled correctly in your documents.

Client 1 Information

Full Legal Name _____
(Name most often used to title property and accounts)

Also Known As _____
(Other names used to title property and accounts)

Prefer to be called _____ Birth date _____ SS# _____ US Citizen? _____

Home Address _____ City _____ State _____ Zip _____

Home Telephone _____ County of Residence _____

Business Telephone _____ Cell Phone _____

Employer _____ Position _____

E-mail Address _____ It is okay to communicate with me via my E-mail address

Never Married Married Widowed Divorced

Are either of your parents still living? Yes No

Are either of your grandparents still living? Yes No

Have you ever done any prior estate planning? Yes No

Do you have Wills? (if Yes, please provide a copy) Yes No

Do you have a Living Trust (if Yes, please provide a copy) Yes No

Client 2 Information

Full Legal Name _____
(Name most often used to title property and accounts)

Also Known As _____
(Other names used to title property and accounts)

Prefer to be called _____ Birth date _____ SS# _____ US Citizen? _____

Home Address _____ City _____ State _____ Zip _____

Home Telephone _____ County of Residence _____

Business Telephone _____ Cell Phone _____

Employer _____ Position _____

E-mail Address _____ It is okay to communicate with me via my E-mail address

Never Married Married Widowed Divorced

Date of Marriage _____ Existing Pre- or Postnuptial Agreement? _____

Are either of your parents still living? Yes No

Are either of your grandparents still living? Yes No

CHILDREN, GRANDCHILDREN AND OTHER POTENTIAL “INDIVIDUAL” BENEFICIARIES

Identify all children and grandchildren. Also identify other individuals who you may wish to be a beneficiary of your estate. Please use full legal names. Note: Listing a person in this section is not a firm indication of your decision to provide for a particular individual. Rather, it is simply a means of identifying individuals for discussion purposes. (Insert additional sheets, if necessary)

Special Note When Identifying Children: For “Children” use “JT” if both spouses are the parents, “H” if husband is the parent, “W” if wife is the parent, “S” if a single parent.

Name/Address/Telephone Number	Birth date	Relationship to Client(s)
1 _____ _____	_____	_____
2 _____ _____	_____	_____
3 _____ _____	_____	_____
4 _____ _____	_____	_____
5 _____ _____	_____	_____
6 _____ _____	_____	_____

Please use the back of this page for additional children, grandchildren and potential beneficiaries.

Do any of the above individuals have special educational, medical or physical needs, or receive governmental benefits? Yes No

Do any of the above individuals have any potential problems with drug or alcohol abuse? Yes No

Are you concerned with any of the above individuals' ability to handle/manage money? Yes No

Have any of the above individuals suffered a divorce? Yes No

Are you concerned with your children's ability to get along with one another? Yes No

STEP**3****POTENTIAL “CHARITABLE” BENEFICIARIES**

Some of our clients desire to direct a portion of their estate toward charities or other non-profit organizations. Whether it is your church, temple, college, social club, or favorite philanthropy, you may have the same desires. Take a moment and contemplate whether you would ever include such a bequest within your legacy plan. Note: Listing a particular organization in this section is not a firm indication of your decision to make a bequest. Rather, it is simply a means of identifying charities or non-profit organizations for discussion purposes.

Name of Charity or Non-Profit Organization**Address**

1 _____

2 _____

3 _____

4 _____

STEP**4****YOUR ADVISORS**

Your various advisors play a key role in the establishment of your estate plan. By way of example, your financial advisor and life insurance agent may need to be contacted to confirm and/or change beneficiary designations and titling of accounts. Your accountant may need to be consulted relative to income tax matters.

Name**Telephone**

Tax Advisor (CPA, EA, etc.) _____

Family Attorney _____

Life Insurance Agent _____

Financial Advisor _____

Stock Broker _____

Banker _____

Other Advisor _____

Other Advisor _____

YOUR CONCERNS

Our objective is to assist clients in identifying their concerns and anxieties. All too often in the planning process, a client will discover that there are other, more pressing concerns than the one that caused them to begin the planning process. Please review the following risks that we frequently hear from clients, identify those risks which concern you. This information will assist us in focusing our conversations toward the issues that are the most pressing to you.

If the responses in this section are different as to Client 1 and 2, please indicate those differences.

Check Box if Concerned**Tax Concerns**

Risk of the IRS "inheriting" half the estate when we die.....

Risk of capital gains taxes paid on the sale of property

Family Concerns

Risk of persons other than those we select gaining custody of any minor children

Risk that assets left to your spouse (whether by virtue of joint tenancy or by will) might not pass to your intended heirs as a result of your spouse remarrying

Risk of a child or other beneficiary losing his or her inheritance to creditors, lawsuits or to a divorcing spouse

Risk of a child or other beneficiary losing his or her inheritance due to mismanagement of the money

Risk that upon the death of a child or other beneficiary, any inheritance received by that person might pass to a spouse (who may later remarry) rather than passing to a grandchild or other preferred heir

Risk that an inheritance passing to a minor child or grandchild might be squandered or stolen by the person in charge of managing the money for that grandchild.....

Risk that an inheritance received by a child or other beneficiary who has a disability would render them ineligible for governmental benefits

Risk that parents, who may need financial assistance, are not provided for

Check Box if Concerned)**Disability Concerns**Risk of loss of control over your assets in event of your disability Risk of legal conservatorship in event of your disability Risk of unwanted efforts made to save your life if you feel that it's best to
cease such efforts and die peaceably and without pain Risk that health care personnel will not disclose health care information
to loved ones due to lack of proper HIPAA releases **Creditor Concerns**Risk of lawsuits against you Risk of loss of your assets to a nursing home..... Risk that a co-owner's creditor may seize the property you co-own
jointly, in order to satisfy the debt of the co-owner **Post-Death Concerns**Risk of unnecessary costs and delays associated with the estate passing
through probate Risk of having to sell assets in a "fire sale" in order to create the liquidity
needed to pay taxes and expenses Risk of private matters unnecessarily being made public..... **Other Concerns**Risk of pets not being adequately cared for.....

APPOINTMENTS—YOUR FIDUCIARIES

One of the most important aspects of any estate plan is the “appointment” of various persons to assist you and your family in times of need – particularly when death or disability strikes. These designees, or fiduciaries, are called by different names depending on the type of estate plan you elect to implement. In this Section, we try to avoid labels. Instead, we focus on the roles these designees play in protecting your family and your estate.

Successors to You

Who will serve as guardian for your minor children (if any)?

		Client 1 Responses	Client 2 Responses
Guardians	First Choice		
	Second Choice		
	Third Choice		

If you were incapacitated for any period of time, who would you choose to handle your financial affairs?

		Client 1 Responses	Client 2 Responses
Financial Successor	First Choice		
	Second Choice		
	Third Choice		

If you were incapacitated for any period of time, who would you choose to make health care decisions for you?

		Client 1 Responses	Client 2 Responses
Health Care Successor	First Choice		
	Second Choice		
	Third Choice		

If you were (both) deceased, who would you choose to administer and distribute your estate?

		Client 1 Responses	Client 2 Responses
Estate Fiduciary	First Choice		
	Second Choice		
	Third Choice		

STEP**7****ASSET ASSESSMENT**

Determining the ownership, value and character of your assets is important to your estate and legacy plan. The title “ownership” is important for tax and transfer matters. The “value” will be significant in determining potential tax liability. The “character” is relevant in assessing the manner by which the asset can transfer.

Asset Information

The financial values listed are for discussion purposes only.

To identify the Owner of an asset, use “JTS” for joint ownership with spouse; “JTO” for joint ownership with non-spouse; “H” for Husband as sole owner; “W” for Wife as sole owner; or “T” if owned by a revocable trust that you have created.

Bank and Savings Accounts: To identify type of account, use “CA” for checking account; “SA” for savings account; “CD” for certificate of deposit; “MM” for money market account. *Do not include IRAs, retirement plans or 401(k)s here.*

Financial Institution	Owner	Market Value	Type of Account	Account #
1.				
2.				
3.				
4.				
5.				

Stocks, Bonds or Investment Accounts: List any and all stocks and bonds you own. If held in a brokerage account, lump them together under each account. *Do not include IRAs, 401(k)s, or other retirement plan assets.*

Stock, Bond, Mutual Fund, or Other Investment Acct	Owner	Market Value	Account #
1.			
2.			
3.			
4.			
5.			

ASSET ASSESSMENT (CONTINUED)

Retirement Accounts: To identify type of account, use “P” for pension; “PS” for profit sharing; “DC” for compensation; IRA, Roth IRA, SEP, or 401(k).

Custodial Institution	Owner	Market Value	Type of Plan	Account #
1.				
2.				
3.				
4.				
5.				

Real Estate:

Address (Include City & State)	Owner	Market Value	Purchase Price	Mortgage Balance
1. Personal Residence				
2.				
3.				
4.				
5.				

Personal Property: List jewelry, art, collectibles, autos, etc., of value greater than \$5,000:

Description	Owner	Market Value	Current Balance of Indebtedness
1.			
2.			
3.			
4.			
5.			

ASSET ASSESSMENT (CONTINUED)

Life Insurance Policies and Annuities: List the issuing company. To identify type of contract, use “T” for term insurance, “CV” for insurance policies having a cash value, “A” for annuities.

Insurance Company	Type	Owner	Insured	Cash Value	Death Benefit
1.					
2.					
3.					
4.					
5.					

Other Property: List other property that you have that does not fit into any other listed category. If you are expecting an inheritance, list that information as well.

Description	Owner	Market Value
1.		
2.		
3.		
4.		
5.		

Business Interests: List closely held corporations, privately held businesses, partnerships or LLCs, and any ownership percentage you own in them.

Entity Name	Owner	Type	Ownership %	Value of Interest
1.				
2.				
3.				
4.				
5.				

ASSET ASSESSMENT (CONTINUED)

Summary of Financial Information

Asset	Husband	Wife	Joint
Bank Accounts			
Real Property			
Retirement Accounts			
Brokerage Accounts			
Stocks and other securities			
Life Insurance Death Benefit			
Business Interests			
Motor Vehicles			
Other Personal Property			
Other			
Debts and Liabilities (subtract)	()	()	()
Personal Net Worth			