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form for communication
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client relationship .
Time-sensitive
information should not
be submitted through
this form.*

Confidential *Estate and Trust Administration* Assets and Debts Questionnaire

Please complete this questionnaire and submit it to
Rebecca E. P. Wade by fax, email or U.S. Mail

Estate and Trust Administration Questionnaire

Regardless of whether a person has a Will, the form of ownership of each asset dictates who controls that particular asset after death and how each asset will pass at death. There are several forms of property ownership and each form of ownership dictates a different disposition of that property at death. The attached questionnaire is designed to help me evaluate how each asset will pass and whether a probate of the estate is required. In order for me to properly advise you in this regard, I require detailed knowledge of the ownership and value of the assets of the decedent. To complete the asset portion of this questionnaire, describe the asset in the first column; then below the type of ownership columns please note the approximate value of the asset..

| | |
|---------------|--|
| Your Name | |
| Address | |
| Email Address | |
| Telephone | |

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|------------------|--|
| Name of Decedent | |
| Address | |
| Date of Death | |
| Place of Death | |

Did the decedent have a Will? Yes No If yes, provide copy.

Did the decedent have a Trust? Yes No If yes, provide copy

OWNERSHIP, REGISTRATION, TITLE OF ASSET

| DESCRIPTION OF ASSET | SOLE WITHOUT BENEFICIARY DESIGNATION | JOINT WITHOUT SURVIVORSHIP | JOINT WITH SURVIVORSHIP | BENEFICIARY DESIGNATION | TRUST |
|------------------------------------|---|-----------------------------------|--------------------------------|--------------------------------|--------------|
| CHECKING ACCOUNTS | | | | | |
| EXAMPLE: ABC Bank Checking Account | \$3,000 | | | | |
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| SAVINGS ACCOUNTS | | | | | |
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OWNERSHIP, REGISTRATION, TITLE OF ASSET

| DESCRIPTION OF ASSET | SOLE WITHOUT BENEFICIARY DESIGNATION | JOINT WITHOUT SURVIVORSHIP | JOINT WITH SURVIVORSHIP | BENEFICIARY DESIGNATION | TRUST |
|--|---|-----------------------------------|--------------------------------|--------------------------------|--------------|
| CERTIFICATES OF DEPOSIT | | | | | |
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| BROKERAGE ACCOUNTS AND MUTUAL FUNDS | | | | | |
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| STOCKS AND BONDS | | | | | |
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OWNERSHIP, REGISTRATION, TITLE OF ASSET

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|---|---|-----------------------------------|--------------------------------|--------------------------------|--------------|
| REAL ESTATE | | | | | |
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| IRAS, 401(K)S, KEOGH, PROFIT SHARING | | | | | |
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| | | | | | |
| LIFE INSURANCE | | | | | |
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OWNERSHIP, REGISTRATION, TITLE OF ASSET

| DESCRIPTION OF ASSET | SOLE WITHOUT BENEFICIARY DESIGNATION | JOINT WITHOUT SURVIVORSHIP | JOINT WITH SURVIVORSHIP | BENEFICIARY DESIGNATION | TRUST |
|---|---|-----------------------------------|--------------------------------|--------------------------------|--------------|
| ANNUITIES | | | | | |
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| CLOSELY HELD CORPORATIONS, LLCs | | | | | |
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| INDIVIDUALLY HELD STOCKS AND BONDS | | | | | |
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OWNERSHIP, REGISTRATION, TITLE OF ASSET

| DESCRIPTION OF ASSET | SOLE WITHOUT BENEFICIARY DESIGNATION | JOINT WITHOUT SURVIVORSHIP | JOINT WITH SURVIVORSHIP | BENEFICIARY DESIGNATION | TRUST |
|---|---|-----------------------------------|--------------------------------|--------------------------------|--------------|
| NOTES RECEIVABLE | | | | | |
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| OTHER (PERSONAL PROPERTY, VEHICLES, ETC) | | | | | |
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| NAME OF CREDITOR | DESCRIPTION OF DEBT | AMOUNT OF DEBT |
|--|---------------------|----------------|
| MORTGAGES/LOANS: HOME, CARS, ETC. | | |
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| UTILITIES | | |
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| CREDIT CARDS | | |
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| NAME OF CREDITOR | DESCRIPTION OF DEBT | AMOUNT OF DEBT |
|----------------------|---------------------|----------------|
| MEDICAL | | |
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| MISCELLANEOUS | | |
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| FUNERAL | | |
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