

META *law, inc.*

MUEGENBURG ESTATE & TRUST ATTORNEYS

Confidential

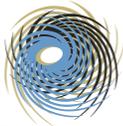
Estate

Planning

Questionnaire

We are required by legal ethics to treat the information you provide to us with the strictest confidentiality. Therefore we do not disclose the information that you provide to us to anyone without your explicit permission, except as required by law.

Please let us know if you have specific questions about how we will use this information.



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Step 1: Basic Background Information

This section provides us with important information about you and how best to communicate with you. Some of this information is also vital to your estate and tax planning.

Client 1 Information

Full legal name: _____

Also known as: _____ Prefer to be called: _____

Birth date: _____ Social Security Number: _____

United States citizen? Yes: No:

Home address: _____

Home phone: _____ Cell phone: _____

Work phone: _____ Fax: _____

E-mail: _____ Yes, it is okay to communicate with me via e-mail.

Marital Status Married Single Have you previously been: Widowed Divorced

Are either of your parents still living? Yes: No: If yes, date of divorce or death: _____

Client 2 Information

Full legal name: _____

Also known as: _____ Prefer to be called: _____

Birth date: _____ Social Security Number: _____

United States citizen? Yes: No:

Home address: _____

Home phone: _____ Cell phone: _____

Work phone: _____ Fax: _____

E-mail: _____ Yes, it is okay to communicate with me via e-mail.

Marital Status Married Single Have you previously been: Widowed Divorced

Are either of your parents still living? Yes: No: If yes, date of divorce or death: _____

If Married:

Date of Marriage: _____ Do you have a pre- or post-nuptial agreement? Yes: No:

Have you ever lived outside of California during your marriage? Yes: No:

If yes, list states: _____



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Step 2: Children, Grandchildren and Other Beneficiaries

Identify all children and grandchildren. Also identify other individuals you may wish to be a beneficiary of your estate. Please use full legal names. 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.

If you have no children, please provide contact information for each individual beneficiary. Cross out the word "child" and indicate the nature of your relationship to the beneficiary. Please copy and attach additional pages if necessary

Child 1

Parent: Client 1 Client 2 Joint Special Needs: Medical Educational Financial

Full legal name: _____ DOB _____ SSN _____

Address: _____

Single Married Widowed Divorced Spouse's Name _____ Date Married _____

Children (names & ages) _____

Child 2

Parent: Client 1 Client 2 Joint Special Needs: Medical Educational Financial

Full legal name: _____ DOB _____ SSN _____

Address: _____

Single Married Widowed Divorced Spouse's Name _____ Date Married _____

Children (names & ages) _____

Child 3

Parent: Client 1 Client 2 Joint Special Needs: Medical Educational Financial

Full legal name: _____ DOB _____ SSN _____

Address: _____

Single Married Widowed Divorced Spouse's Name _____ Date Married _____

Children (names & ages) _____

Child 4

Parent: Client 1 Client 2 Joint Special Needs: Medical Educational Financial

Full legal name: _____ DOB _____ SSN _____

Address: _____

Single Married Widowed Divorced Spouse's Name _____ Date Married _____

Children (names & ages) _____

Pets

Do you have pets that you wish to provide for? Yes: No:



Step 3: Appointments – People to Assist You

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 appointed helpers are called by different names depending on the type of plan you elect to implement. In this section, we try to avoid labels. Instead we focus on the roles these helpers play in protecting your family and your estate.

- If you have minor children, who do you nominate to serve as their guardian?

	Client 1 Responses	Client 2 Responses
Guardians	Initial Choice _____	_____
	1 st Alternate _____	_____
	2 nd Alternate _____	_____

- 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 Agents	Initial Choice _____	_____
Disability Trustee	1 st Alternate _____	_____
	2 nd Alternate _____	_____

- If you were incapacitated, who would you choose to make health care decisions for you?

	Client 1 Responses	Client 2 Responses
Health Care Agents	Initial Choice _____	_____
	1 st Alternate _____	_____
	2 nd Alternate _____	_____

- If you were deceased, who would you choose to administrate and distribute your estate?

	Client 1 Responses	Client 2 Responses
Executor	Initial Choice _____	_____
Successor Trustees	1 st Alternate _____	_____
	2 nd Alternate _____	_____

- Who do you trust to determine that you are incapacitated and no longer able to handle your own affairs?

	Client 1 Responses	Client 2 Responses
Capacity Panel (2 of 3 or more)	1 st Member _____	_____
	2 nd Member _____	_____
	3 rd Member _____	_____



Step 4: Potential Charitable Beneficiaries

Many, but not all, of our clients desire to direct a portion of their estate toward charities or other non-profit organizations. 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 such organizations for discussion purposes.

Name of Charity or Non-Profit Organization

Address

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Step 5: People Who Advise You

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

Name

Telephone

Auto/Home Insurance Agent	_____	_____
Tax Advisor (CPA, EA)	_____	_____
Family Attorney	_____	_____
Life Insurance Agent	_____	_____
Financial Advisor	_____	_____
Stock Broker	_____	_____
Banker	_____	_____
Other Advisor	_____	_____

May we contact your listed advisors? Yes: No:



Step 6: Concerns & Anxieties

One of our objectives is to help you identify your concerns and anxieties. Please review the following areas of concern that we frequently hear from clients, identify those which are of concern to you, and provide us with some sense of your level of concern with that particular risk. This information will assist us in focusing our conversations toward the issues that are the most important to you.

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

	Level of Concern			
	None	Low	Med	High
Tax Concerns				
Risk of paying unnecessary estate taxes when we die				
Risk of capital gains taxes paid on the sale of property				
Risk of unnecessary income taxes being paid on investment assets				
Family Concerns				
Risk that assets left to your spouse 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, a divorcing spouse or to mismanagement of the money				
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 of unnecessary litigation from heirs who receive less than they think they are entitled to				
Risk that parents, who may need financial assistance, are not provided for				
Disability Concerns				
Risk of loss of control over your assets 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 of an unnecessary conservatorship over an incapacitated adult child in order to make health care decisions for that child				
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 going 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 that the person charged with managing your affairs will make mistakes because he/she is unaware of the what is required and the personal liability for those mistakes				
Risk of private matters unnecessarily being made public				



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Asset Assessment

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

Assets	Ownership					
	Community Property		Client 1's Separate Property		Client 2's Separate Property	
	# of Assets	Total Value	# of Assets	Total Value	# of Assets	Total Value
Cash Accounts (checking, savings, CD, money market)						
Brokerage Accounts						
Bonds (not held in brokerage account)						
Stocks (not held in brokerage account)						
Company Stock Options						
Personal Effects (jewelry, art, vehicles, household items)						
Retirement Plans (401k's, IRA's)						
Pension Plans						
Life Insurance Policies (death value)						
Annuities						
Partnership & LLC Interests						
Corporate Business Interests (S-Corp or LLC)						
Sole Proprietorship Interests						
Oil, Gas and Mineral Interests						
Monies Owed to You (promissory notes)						
Personal Residence						
Other California Real Property						
Other Out-of-State Real Property						
Other Assets						
Anticipated Inheritance, Gift or Judgment						
TOTAL ASSET VALUE						
Liabilities (enter as negative number)						
Loans Payable						
Accounts Payable						
Real Estate Mortgages						
TOTAL LIABILITIES						
NET ESTATE (Assets minus Liabilities)						

COMBINED NET ESTATE (Community Net + Client 1 Net + Client 2 Net)

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Step 8: Your Goals and Objectives

Before we meet, it is important to us to better understand what prompted you to schedule this appointment. Don't focus on the tools to be used, but rather on the outcomes to be achieved.

About Your Goals and Objectives

Goals	Consequences if Goal is not Accomplished
1.	
2.	
3.	
4.	
5.	

Affirmation: The undersigned hereby states and affirms that the information contained in this Confidential Estate Planning Questionnaire is an accurate and complete record of all assets, liabilities and account information, and that META law, inc. (the "Firm") will be relying on this information in its preparation and counseling regarding estate planning if the undersigned becomes a Client of the Firm. If the undersigned becomes a Client of the Firm, any information that would render this information inaccurate or incomplete will be provided to the Firm in writing within ten (10) days of the date the undersigned becomes aware of the inaccuracy or incompleteness of it.

Client 1: _____

Date: _____

Client 2: _____

Date: _____

Additional Documentation

In some instances, it is necessary for us to review other documents before we can make planning recommendations. If possible, please bring with you to the initial interview the following documentation:

- Copies of existing planning documents, including wills, trusts, powers of attorney, health care directives, etc.
- Copies of all deeds to real estate owned by you.
- Copies of the most recent statements evidencing your ownership of bank accounts, investment accounts, retirement accounts, and annuities.
- Copies of any stock or bond certificates
- Pre- or Post-nuptial Agreement (if applicable).
- Long-term care policies (if any).
- Divorce Decree or Property Settlement Agreement for divorce under which continued obligations exist.
- Last 3 years of personal income tax returns.
- Last 3 years of any corporate, partnership, gift tax, estate tax, or trust tax returns.

Thank you for taking the time to complete this questionnaire.
Please bring it with you to your scheduled meeting with our attorney:

META law, inc.

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