

# Schwab Estate Planning Worksheet

No matter what your situation, your estate planning attorney will need certain information that will enable them to assess your needs, make recommendations and work with you to create and implement an effective plan.

Completing the worksheet on the next two pages and providing the other information indicated on this form are important first steps toward developing and executing your estate plan. Be sure to bring the completed worksheet and other necessary materials to your meeting with your attorney.

Family and Other Beneficiary Information				
Full Name	Date of Birth	Social Security Number	Relationship	Notes

# Instructions

- Please provide information for all applicable categories. Try to complete as much of the requested information as possible. If necessary, you can complete any missing information later.
- If you are completing this worksheet as a couple, and each party has significant separate property, it may be simpler to prepare two worksheets.

Asset Schedules for \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Real Estate				
Type of Property & Location	Titling <sup>1</sup>	Fair Market Value	Mortgage Amount	Value (net of mortgage)
Total Real Estate				
Personal Property				
Type of Property*	Titling <sup>1</sup>	Description	Fair Market Value	
Total Personal Property				
Business Interests				
Name of Business	Titling <sup>1</sup>	Ownership %	Entity Type <sup>2</sup>	Fair Market Value
Total Business Interests Value				
Bank Accounts				
Name of Bank	Titling <sup>1</sup>	Account Number	Account Type	Fair Market Value
Total Bank Accounts				

\*Including automobiles, home furnishings, jewelry, artwork, other collectibles, etc.

Investment Accounts				
Name of Investment Firm	Titling <sup>1</sup>	Account Number	Beneficiary (if any)	Fair Market Value
Total Investment Accounts				
Securities in Certificate Form				
Name of Stock, Bond, etc.	Titling <sup>1</sup>	CUSIP Number <sup>3</sup>	Number of Shares	Fair Market Value
Total Securities in Certificate Form				
Retirement Accounts				
Account Owner/Participant	Type <sup>4</sup>	Where Held	Beneficiary	Fair Market Value
Total Retirement Accounts				
Unsecured Debts				
Borrower	Type <sup>5</sup>	Lender		Balance Outstanding
Total Unsecured Debts				
Life Insurance (on your life)				
Ins. Co./Policy Number/Type <sup>6</sup>	Policy Owner <sup>7</sup>	Beneficiary	Loans on Policy	Net (of loans) Face Amount
Total Life Insurance: Net Face Amount				

## Other Considerations

In addition to the family information and asset worksheet, you should also be ready to provide details about any of the questions below that apply to your situation. You can make related notes for some of these questions in the Family and Other Beneficiary Information table on page one.

**Are you married?** ☐ YES ☐ NO

- If YES, is your spouse a U.S. citizen? ☐ YES ☐ NO
- If NO, do you have a domestic partner? ☐ YES ☐ NO

**Have you ever been married previously?**

☐ YES ☐ NO

**Has your spouse ever been married previously?**

☐ YES ☐ NO

**If you have children:**

- Are any of your children from a previous marriage?  
☐ YES ☐ NO  
If YES, indicate in the NOTES column on page one.
- Are any of your children minors? ☐ YES ☐ NO  
If YES, have you selected a legal guardian, if ever needed?  
☐ YES ☐ NO
- Do any of your children have special needs?  
☐ YES ☐ NO  
If YES, indicate in the NOTES column on page one.
- Are any of your children adopted? ☐ YES ☐ NO  
If YES, indicate in the NOTES column on page one.

**IRAs, 401(k) plans or other retirement accounts represent the following portion of your net worth:**

- ☐ Less than 10%
- ☐ From 10% to 50%
- ☐ Greater than 50%

**Do you own your own business?** ☐ YES ☐ NO

- If YES, do you have a written business continuation plan?  
☐ YES ☐ NO
- If NO, is it your wish that the business be liquidated after your death? ☐ YES ☐ NO

**Do you wish to consider providing your heirs with additional financial security?** ☐ YES ☐ NO

- Via gifting programs during your lifetime? ☐ YES ☐ NO
- Via additional life insurance? ☐ YES ☐ NO

**Are you considering making significant charitable contributions?**

- During your lifetime? ☐ YES ☐ NO
- After your death? ☐ YES ☐ NO

If you have questions about completing this worksheet, please call our Trust and Estate Specialists at 1-800-746-6218.

<sup>1</sup>Titling abbreviations: IND for Individual, JTWROS for joint tenancy with rights of survivorship, TE for tenancy by the entirety, CP for community property, CPWROS for community property with rights of survivorship, and TC for tenants in common.

<sup>2</sup>Entity types: SOLE for sole proprietorship, PART for partnerships, SUB C for "regular" corporations, SUB S for subchapter S corporations, LLC for limited liability companies, and LLP for limited liability partnerships.

<sup>3</sup>CUSIP number: This is the standardized identification number assigned to issues of stocks and bonds, and is usually found on the certificate near the number of shares.

<sup>4</sup>Retirement account types include IRAs, SEPs, SIMPLE plans, 401(k) plans, profit sharing plans (PSP), 403(b) plans, 457 plans and others.

<sup>5</sup>Unsecured debt types include credit cards, personal lines of credit, etc.

<sup>6</sup>Insurance policy types include GRP for group term, INT for individual term, WHL for individual whole life (cash value), and SWL for survivorship (second to die).

<sup>7</sup>Policy owner: often the insured, but it can be the beneficiaries, a trust, a business or others.