# **CLIENT INFORMATION WORKSHEET**

|                                 | PART I - PERSONAL D            | ATA       |
|---------------------------------|--------------------------------|-----------|
| NAME of Proposed Ward:          |                                |           |
| Alias Names (if any):           |                                |           |
| Street Address:                 |                                | 7'- C- 1  |
| City:                           | State:                         | Zip Code: |
|                                 |                                |           |
| Place of Birth:                 |                                |           |
| Date of Death:                  |                                |           |
| Place of Death:                 |                                |           |
| Social Security Number:         |                                |           |
| Driver's License Number:        |                                |           |
| Was Proposed ward a U.S. cit    | izen? Yes: No: _               |           |
| If naturalized U.S. citizen, Da | te and Place of Naturalization | 1:        |
| Is location of Proposed Ward    | at a nursing facility?:        |           |
|                                 |                                |           |
| Facility address:               |                                |           |
|                                 |                                |           |
| Facility director:              |                                |           |
| Location of Will, if any:       |                                |           |
| Date of Will:                   |                                |           |
| Location of Codicils, if any:   |                                |           |
| Date of Codicils:               |                                |           |
| Power of Attorney, if any:      |                                |           |
| Date of POA:                    |                                |           |
| Who are the agents and their a  | addresses?:                    |           |
|                                 |                                |           |
| NAME of Guardian of the P       | Person:                        |           |
|                                 |                                |           |
| Street Address:                 |                                |           |
| City:                           |                                | Zip Code: |
|                                 |                                |           |
|                                 |                                |           |
| E-mail:                         |                                |           |
|                                 |                                |           |
|                                 |                                |           |
| Driver's License Number:        |                                |           |

| NAME of Guardian of the Estate: |               |           |
|---------------------------------|---------------|-----------|
| Street Address:                 |               |           |
| City:                           | State:        | Zip Code: |
| Home #:                         |               |           |
| Work #:                         |               |           |
| E-mail:                         |               |           |
| Relationship to Proposed ward:  |               |           |
| Social Security Number:         |               |           |
| Driver's License Number:        |               |           |
|                                 |               |           |
| NAME of CO-GUARDIAN of Pers     | on or Estate: |           |
| Street Address:                 |               |           |
| City:                           | State:        | Zip Code: |
| Home #:                         | Cell #:       |           |
| Work #:                         |               |           |
| E-mail:                         |               |           |
| Relationship to Proposed ward:  |               |           |
| Social Security Number:         |               |           |
| Driver's License Number:        |               |           |
|                                 |               |           |
|                                 |               |           |
| ALTERNATE REPRESENTATIV         | ·F·           |           |
|                                 |               |           |
| Street Address:                 |               |           |
| City:                           | State:        |           |
| Home #:                         |               |           |
| Work #:                         |               |           |
| E-mail:                         |               |           |
| Relationship to Proposed ward:  |               |           |
| Social Security Number:         |               |           |
| Driver's License Number:        |               |           |

# PART II -

|                         |           | State:<br>Cell #: |              | ip Code:                        |
|-------------------------|-----------|-------------------|--------------|---------------------------------|
|                         |           | State:<br>Cell #: |              | ip Code:                        |
|                         |           | Cell #:           |              |                                 |
|                         |           |                   |              |                                 |
|                         |           | 1 u/ 11.          |              |                                 |
|                         |           |                   | H            | Pgr #:                          |
|                         |           |                   |              |                                 |
|                         |           |                   |              |                                 |
| er:                     |           |                   |              |                                 |
| ge/domesti              | c partner | ship:             |              |                                 |
| Living                  | Dece      | eased             | Under Conser | vatorship                       |
| Living                  | Age       | Birthdate         | Married      | Address                         |
| Yes/No                  |           |                   | Yes/No       |                                 |
| <b>X</b> 7 / <b>X</b> T |           |                   |              |                                 |
| Yes/No                  |           |                   | 1 03/110     |                                 |
|                         | er:       | er:               | er:          | LivingAgeBirthdateMarriedYes/No |

Please list the names of proposed ward's <u>parents and siblings</u>, and state whether they are living, and if so, list their address.

| Name: | Relationship & Age: Living | Residence Address: |
|-------|----------------------------|--------------------|
|       | Yes/No                     |                    |

**CASH** 

#### PART IV – ASSETS

Describe proposed ward's property. If known, indicate whether the property is separate property, the surviving spouse's/partner's separate property, or community property. If not, state the name(s) which appear on the title, if known, and state whether the property is held with right of survivorship, if known.

**CASH & ACCOUNTS WITH FINANCIAL INSTITUTIONS**: (include cash, traveler's checks, money orders, and accounts with commercial banks, savings banks, credit unions, etc.)

| Cash on hand:   |
|---|
| Traveler's checks:  |
| Money orders:   |
| ACCOUNTS  |
| Name of financial institution:                                  |
| Account title:  |
| Account number:   |
| Гуре of account: (checking/savings/money market/CD/Other        |
| Current account balance (as of): \$                             |
| Name of financial institution:  Account title:  Account number: |
| Γype of account: (checking/savings/money market/CD/Other        |
| Current account balance (as of): \$                             |
| Name of financial institution:  Account title:  Account number: |
| Гуре of account: (checking/savings/money market/CD/Other        |
| Current account balance (as of): \$                             |
| Name of financial institution:                                  |
| Account title:  |
| Account number:   |
| Гуре of account: (checking/savings/money market/CD/Other        |
| Current account balance (as of ): \$                            |

| Name of financial institution:                           |   |
|--|---|
| Account title:   |   |
| Account number:  |   |
| Type of account: (checking/savings/money market/CD/Other |   |
| Current account balance (as of): \$                      |   |
| Name of financial institution:                           |   |
| Account title:   |   |
| Account title:Account number:                            |   |
| Account title:Account number:                            | , |

**REAL ESTATE**: (include any real property on which proposed ward and/or proposed ward's surviving spouse/partner are an owner, joint owner or have an interest in any manner, including property purchased in recreational developments and time-shares.)

| Street address:  |
|--|
| State/County of location:  |
| Legal description (if necessary, attach a copy to this worksheet): |
|  |
|  |
|  |
| Current fair market value (as of): \$                              |
| Name of mortgage company and account number, if any:               |
|  |
| Current balance of mortgage (as of): \$                            |
| Other liens against property:                                      |
| Current net equity in property: \$                                 |
| current net equity in property. $\psi$                             |
| Street address:  |
| State/County of location:  |
| Legal description (if necessary, attach a copy to this worksheet): |
|  |
|  |
|  |
| Current fair market value (as of): \$                              |
| Name of mortgage company and account number, if any:               |
|  |
| Current balance of mortgage (as of): \$                            |
| Other liens against property:                                      |
| Current net equity in property: \$                                 |
| Street address:  |
| Street address:  |
| Legal description (if necessary, attach a copy to this worksheet): |
| 7  |
|  |
|  |
| Current fair market value (as of): \$                              |
| Name of mortgage company and account number, if any:               |
|  |
| Current balance of mortgage (as of): \$                            |
| Other liens against property:                                      |
|  |
| Current net equity in property: \$                                 |

**MINERAL INTERESTS**: (include any property in which the parties own the mineral estate, separate and apart from the surface estate, such as oil and gas leases; also include royalty interests, working interests, and producing and non-producing oil and gas wells)

| Name of mineral interest/lease/well:   |
|--|
| Type of interest:  |
| Type of interest:  State/County of location:   |
| Legal description (if necessary, attach a copy to this worksheet):                           |
|  |
| Name of producer/operator:   |
| Current value (as of): \$  |
| Name of mineral interest/lease/well:   |
| Type of interest:  |
| State/County of location:  |
| Legal description (if necessary, attach a copy to this worksheet):                           |
| Nama of producer/operator:   |
| Name of producer/operator:   |
| Name of mineral interest/lease/well:   |
| Type of interest:  State/County of location:   |
| State/County of location: Legal description (if necessary, attach a copy to this worksheet): |
| Legal description (if necessary, attach a copy to this worksheet).                           |
| Name of producer/operator:   |
| Current value (as of): \$  |
| Name of mineral interest/lease/well:   |
| Type of interest:  |
| State/County of location:  |
| Legal description (if necessary, attach a copy to this worksheet):                           |
|  |
| Name of producer/operator:   |
| Current value (as of ): \$   |

### **BROKERAGE /MUTUAL FUND ACCOUNTS:**

| Name of brokerage firm/mutual fund:                                |
|--|
| Name of account (and subaccounts if any):                          |
|  |
| Account Title:   |
| Account number (and numbers of subaccounts if any):                |
|  |
| Value (as of)\$  |
|  |
| Name of brokerage firm/mutual fund:                                |
| Name of account (and subaccounts if any):                          |
|  |
| Account Title:   |
| Account number (and numbers of subaccounts if any):                |
|  |
| Value (as of)\$  |
|  |
| Name of brokerage firm/mutual fund:                                |
| Name of account (and subaccounts if any):                          |
|  |
| Account Title:   |
| Account number (and numbers of subaccounts if any):                |
|  |
| Value (as of)\$  |
| No   |
| Name of brokerage firm/mutual fund:                                |
| Name of account (and subaccounts if any):                          |
| A count Tide.  |
| Account Title:   |
| Account number (and numbers of subaccounts if any):                |
| Value (as of)\$  |
|  |
| Name of brokerage firm/mutual fund:                                |
| Name of account (and subaccounts if any):                          |
| Traine of account (and subaccounts if any).                        |
| Account Title:   |
| Account Title: Account number (and numbers of subaccounts if any): |
| 1 1000 million (und numbers of sububbbsition if uny).              |
| Value (as of )\$   |

**STOCKS, BONDS & OTHER SECURITIES**: (include securities not in a brokerage account, mutual fund, or retirement fund)

| Name of security:                              |   |
|--|---|
| Number of shares:                              |   |
| Type: (common stock/preferred stock/bond/other | ) |
| Certificate numbers:                           |   |
| In possession of:                              |   |
| Name of exchange on which listed:              |   |
| Current market value (as of): \$               |   |
| Name of security:                              |   |
| Number of shares:                              |   |
| Type: (common stock/preferred stock/bond/other | ) |
| Certificate numbers:                           |   |
| In possession of:                              |   |
| Name of exchange on which listed:              |   |
| Current market value (as of): \$               |   |
| Name of security:                              |   |
| Number of shares:                              |   |
| Type: (common stock/preferred stock/bond/other |   |
| Certificate numbers:                           |   |
| In possession of:                              |   |
| Name of exchange on which listed:              |   |
| Current market value (as of): \$               |   |
| Name of security:                              |   |
| Number of shares:                              |   |
| Type: (common stock/preferred stock/bond/other | ) |
| Certificate numbers:                           |   |
| In possession of:                              |   |
| Name of exchange on which listed:              |   |
| Current market value (as of): \$               |   |
| Name of security:                              |   |
| Number of shares:                              |   |
| Type: (common stock/preferred stock/bond/other | ) |
| Certificate numbers:                           |   |
| In possession of:                              |   |
| Name of exchange on which listed:              |   |
| Current market value (as of): \$               |   |

**CLOSELY HELD BUSINESS INTERESTS**: (include sole proprietorships, professional practices, corporations, partnerships, limited liability companies and partnerships, joint ventures, and other nonpublicly traded business entities)

| Name of business:                |   |                               |
|----------------------------------|---|-------------------------------|
| Address:                         |   |                               |
| Type of business organization:   |   |                               |
| Percentage of ownership:         |   |                               |
| Number of shares owned (if appli | cable):                                     |                               |
| Value (as of): \$                |   |                               |
|                                  |   |                               |
| Name of business:                |   |                               |
| Address:                         |   |                               |
| Type of business organization:   |   |                               |
| Percentage of ownership:         |   |                               |
| Number of shares owned (if appli | cable):                                     |                               |
| Value (as of): \$                | ý 3 <del>.</del>                            |                               |
|                                  |   |                               |
| N                                |   |                               |
|                                  |   |                               |
| Address:                         |   |                               |
| Type of business organization:   |   |                               |
| Percentage of ownership:         | 11.)  |                               |
|                                  | cable):                                     |                               |
| value (as of): \$                |   |                               |
|                                  |   |                               |
| BUSINESS PERSONAL PROP           | <b>ERTY</b> (i.e., patents, copyrights, tra | demarks, and royalties, etc.) |
|                                  |   | •                             |
| Item Identification              | Location                                    | Value                         |
|                                  |   |                               |
|                                  |   |                               |
|                                  |   |                               |
|                                  |   |                               |
|                                  |   |                               |
|                                  |   |                               |

### LIFE INSURANCE:

| Name of insurance company:                                |
|---|
| Policy number:  |
| Name of owner:  |
| Name of insured:  |
| Designated beneficiary:                                   |
| Date of issue:  |
| Type of insurance: [term/whole/universal] Face amount: \$ |
| Amount of premiums [monthly/quarterly/semiannually]: \$   |
| Cash surrender value: \$                                  |
|   |
| Name of insurance company:                                |
| Policy number:  |
| Name of owner:  |
| Name of insured:  |
| Designated beneficiary:                                   |
| Date of issue:  |
| Type of insurance: [term/whole/universal] Face amount: \$ |
| Amount of premiums [monthly/quarterly/semiannually]: \$   |
| Cash surrender value: \$                                  |
| Name of insurance company:                                |
| Policy number:  |
| Name of owner:  |
| Name of insured:  |
| Designated beneficiary:                                   |
| Date of issue:  |
| Type of insurance: [term/whole/universal] Face amount: \$ |
| Amount of premiums [monthly/quarterly/semiannually]: \$   |
| Cash surrender value: \$                                  |
| Name of insurance company:                                |
| Policy number:  |
| Name of owner:  |
| Name of insured:  |
| Designated beneficiary:                                   |
| Date of issue:  |
| Type of insurance: [term/whole/universal] Face amount: \$ |
| Amount of premiums [monthly/quarterly/semiannually]: \$   |
| Cash surrender value: \$                                  |

# **ANNUITIES**:

| Name of company:  |
|---|
| Policy number:  |
| Name of owner:  |
| Name of annuitant:                                      |
| Designated beneficiary:                                 |
| Date of issue:  |
| Type of annuity: Face Amount: \$                        |
| Amount of premiums [monthly/quarterly/semiannually]: \$ |
| Current value (as of): \$                               |
|   |
| Name of company:  |
| Policy number:  |
| Name of owner:  |
| Name of annuitant:                                      |
| Designated beneficiary:                                 |
| Date of issue:  |
| Type of annuity: Face Amount: \$                        |
| Amount of premiums [monthly/quarterly/semiannually]: \$ |
| Current value (as of): \$                               |
| Name of company:  |
| Policy number:  |
| Name of owner:  |
| Name of annuitant:                                      |
| Designated beneficiary:                                 |
| Date of issue:  |
| Date of issue:  Type of annuity:  Face Amount: \$       |
| Amount of premiums [monthly/quarterly/semiannually]: \$ |
| Current value (as of): \$                               |
|   |
| Name of company:  |
| Policy number:  |
| Name of owner:  |
| Name of annuitant:                                      |
| Designated beneficiary:                                 |
| Date of issue:  |
| Type of annuity: Face Amount: \$                        |
| Amount of premiums [monthly/quarterly/semiannually]: \$ |
| Current value (as of): \$                               |

MOTOR VEHICLES, BOATS, AIRPLANES, CYCLES, ETC. (including mobile homes, trailers, and recreational vehicles)

| Year: Make: Model:  |
|---|
| Name on certificate of title:   |
| In possession of:   |
| Vehicle identification number:  |
| Name of creditor if loan against vehicle:                                 |
| Current balance (as of): \$   |
| Current net equity in vehicle: \$   |
|   |
| Year: Make: Model:  |
| Name on certificate of title:   |
| In possession of:   |
| Vehicle identification number:  |
| Name of creditor if loan against vehicle:                                 |
| Current balance (as of): \$   |
| Current net equity in vehicle: \$   |
|   |
| Year: Make: Model:  |
| Name on certificate of title:   |
| In possession of:   |
| Vehicle identification number:  |
| Name of creditor if loan against vehicle:                                 |
| Current balance (as of): \$   |
| Current net equity in vehicle: \$   |
| V M-1 M-1-1   |
| Year:Make:Model:  |
| Name on certificate of title:   |
| In possession of:  Vehicle identification numbers                         |
| Vehicle identification number:  Name of graditor if loop against vehicles |
| Name of creditor if loan against vehicle:                                 |
| Current parameter (as of). \$   |
| Current net equity in venicle. $\phi$                                     |
| Year: Make: Model:  |
| Name on certificate of title:   |
| In possession of:   |
| Vehicle identification number:  |
| Name of creditor if loan against vehicle:                                 |
| Current balance (as of): \$   |
| Current net equity in vehicle: \$   |

**OTHER MISCELLANEOUS PROPERTY**: (including household furniture, furnishings, and fixtures, electronics and computers, antiques, artwork, collections, sporting goods, firearms, jewelry and other personal items, livestock, etc.)

| <b>Description of A</b> | .sset: |
|-------------------------|--------|
| Owner:                  |        |
| Current Value: \$       |        |
|                         |        |
| <b>Description of A</b> | .sset: |
| Owner:                  |        |
| Current Value: \$       |        |
| Description of A        | sset·  |
| Owner:                  | .sset: |
| Current Value: \$       |        |
|                         |        |
| Description of A        | sset:  |
| Owner:                  |        |
| Current Value: \$       |        |
| Description of A        | .sset: |
| Owner.                  |        |
| Current Value: \$       |        |
|                         |        |
| Description of A        | .sset: |
| Owner:                  |        |
| Current Value: \$       |        |
| Description of A        | .sset: |
| Owner:                  |        |
| Current Value: \$       |        |
|                         |        |
| Description of A        | .sset: |
| Owner:                  |        |
| Current Value: \$       |        |
| Description of A        | .sset: |
| Owner:                  |        |
|                         |        |
| Carronic variation q    |        |
| Description of A        | sset:  |
| Owner:                  |        |
| Current Value: \$       |        |

### **SAFE DEPOSIT BOXES:**

| Name of depository:                       |  |  |  |
|---|--|--|--|
| Box number:                               |  |  |  |
| Names of persons with access to contents: |  |  |  |
|   |  |  |  |
| Items in safe-deposit box:                |  |  |  |
|   |  |  |  |
|   |  |  |  |
| Name of depository:                       |  |  |  |
| Box number:                               |  |  |  |
| Names of persons with access to contents: |  |  |  |
| Items in safe-deposit box:                |  |  |  |
|   |  |  |  |
|   |  |  |  |
| Name of depository:                       |  |  |  |
| Box number:                               |  |  |  |
| Names of persons with access to contents: |  |  |  |
|   |  |  |  |
| Items in safe-deposit box:                |  |  |  |
|   |  |  |  |