

Long-term Care Planning Items Needed for Initial Consultation

We will need copies of the following documents to develop and implement a comprehensive and accurate estate plan. To facilitate the most efficient and effective use of our time together, please make copies of the documents listed below, separate the items into 8 folders, and bring them to our office.

1. Non-Financial Documents

- Identification—Picture ID (driver's license, state ID)
- Social Security Card(s)
- Birth Verification (birth certificate, baptismal certificate or school record with date of birth)
- Marriage Certificate or Death Certificate of Spouse or Divorce Decree(s)
- Health Insurance Identification Card (all insurance coverage including Medicare, Medicare Supplemental, etc.)
- Names, addresses, phone numbers and social security numbers of all children
- Listing of assets sold or given away in the last 5 years
- Military Discharge Records, Including Copy of DD-214
- Family Photo

2. Legal Documents

- Wills
- Trust Documents
- Business Entity/Partnership Agreements
- Gift Tax Returns
- Health Care Powers of Attorney and Living Wills
- Financial or General Durable Powers of Attorney
- Long Term Care Insurance Policies, if any

3. Liquid Assets

- Current Bank and Credit Union Statements (Individual and Joint Accounts) (Checking, Savings, CDs, Money Market, etc.)
- Qualified Retirement Account Statements (such as an IRA, 401(k), 403(b)) and Current Beneficiary Designations
- Current Brokerage Statements
- Current Mutual Fund Statements



4. Non-Liquid Assets

- Current automobile titles
- Deeds for any real estate
- Promissory Notes or mortgages for any loans you have made to others
- Copies of any Savings Bonds

5. Insurance and Annuities

- Annuity contracts, recent annuity statements, and current beneficiary designations (including annual statements)
- Life insurance policies, recent statements, and current beneficiary designations

6. Income and Expenses

- Income Tax Returns and 1099s for the last two years

7. Debt Information

- Current statements for any debts (car loan, mortgage, etc.)
- Cemetery deeds and prepared funeral expense information

8. Forms (Our office will complete the forms)

- Please call all investment and insurance companies and request change of ownership forms. Please specify that you are changing ownership to a Trust or Limited Liability Company (some companies have special forms for this type of transfer). We need change of ownership forms for the following:
 - Life Insurance (individual non-term)
 - Not Needed for Accidental Death & Dismemberment Policies
 - Annuities
 - Investment Accounts
 - Stock
- Please call all investment and insurance companies and request change of beneficiary forms. Please specify that you are changing your beneficiary to a Trust or a Limited Liability Company (some companies have special forms for this type of transfer). We need change of beneficiary forms for the following:
 - Life Insurance (individual and group)
 - Annuities
 - Deferred Compensation and Retirement Plans (IRA, 401(k), and 403(b) plans)