CONFIDENTIAL DECEDENT TRUST ADMINISTRATION QUESTIONNAIRE

I. PERSONAL DATA

YOUR NAME: ____

HOME ADDRESS: ____

HOME PHONE HOME FAX HOME EMAIL:
____

____

RELATION TO DECEDENT: ____

SOCIAL SECURITY NUMBER: ____

DATE OF BIRTH: ____

II. DECEDENT AND FINANCIAL DATA

DECEDENT: ____

SOCIAL SECURITY NUMBER: ____

DATE OF BIRTH: ____

DATE OF DEATH: ____

<u>ASSETS</u>

REAL PROPERTY: ____ **VALUE:** _____________

BANK ACCOUNT(S): ____ **VALUE:** _____________

INVESTMENT ACCOUNT(S): _____________________________________ **VALUE:** _____________

ANNUITIES: ____ **VALUE:** _____________

RETIREMENT ACCOUNT(S):_____________________________________ **VALUE:** _____________

1917 Palomar Oaks Way, Suite 160
Carlsbad, CA 92008
Phone 760.448.2220 Fax 760.477.6091
www.geigerlawoffice.net
info@geigerlawoffice.net

OTHER ASSET(S): ____ VALUE: _____________

III. ADVISOR DATA

DECEDENT'S ACCOUNTANT: ____

DECEDENT'S FINANCIAL ADVISOR: ____

DECEDENT'S INSURANCE AGENT: ____

IV. NECESSARY DOCUMENTATION

The following is a list of documents and information that we will need as we assist you in carrying out your duties as Trustee/Executor. If we already have the items listed or if the items are not applicable in your case, simply ignore those items and provide the others. Please bring those documents which are readily available to your next meeting with us. Over the next few weeks, please assemble the remaining documents and forward them to our office.

1. Ten (10) certified copies of Death Certificate
2. List and approximate value of all assets held in Trust
3. List and approximate value of all assets that are <u>not</u> held in Trust, including tangible personal property with a value exceeding $3,000 (e.g. jewelry, silver, collectibles)
4. List of safe deposit boxes on which decedent's name appears, by bank and branch, and an inventory of any items of value
5. List of any known debts, liabilities, pending lawsuits or other claims of or against decedent
6. Copies of bank and brokerage account statements **(as of date of death).**
7. Copies of notes or accounts receivable representing payments owed to decedent **(as of date of death).**
8. Copies of stock certificates, bonds, US Savings bonds or other securities
9. Copies of IRA and qualified pension benefit documents, including beneficiary designation forms **(as of date of death).**
10. Copies of life insurance policies and annuities, including beneficiary designation forms
11. Copies of the decedent's last two income tax returns.
12. Any other documents