Estate Settlement Questionnaire



Locations

5740 Grande Market Drive, Suite D Appleton, WI 54913

916 Willard Drive, Suite 130 Green Bay, WI 54304

1 S. Main Street, Suite 3 Chamber of Commerce Bldg. Clintonville, WI 54929

www.legacylawllc.com

Tel: 920-560-4651 Fax: 920-221-0114 Please bring this form with you to your initial meeting. All information provided herein is considered CONFIDENTIAL INFORMATION by LEGACY LAW GROUP, LLC and will not be shared with anyone outside of our office without your permission. Please call us if you have any questions.

Date Completed:			
Personal Representative/ S	uccessor Trustee Infor	mation:	
Please Print First Name	Middle	Last	
Name Used to Sign Legal D	ocuments (please print)		
Nickname	Social	Security Num	per
Relationship to Deceased			_ U.S. Citizen: □ Yes □ No
Home address			
City	State/ZIP	Cou	nty of Residence
Home telephone		Cell phone	
Birth date//	_ Age	Email	
Marital Status: ☐ Single ☐	☐ Married ☐ Widowe	d 🗖 Divor	ced
Spouse Name	Middle	e	_Last
Deceased Person's Informa	ation:		
First Name	Middle	Last	
Formerly Used Name/ Maid	en Name(s)		
Nickname	Social Security	Number	
Last address			
City	State/ZIP	Cou	nty of Residence
Birth date / /	Date of Death_	/	/
Employer	Position		U.S. Citizen: ☐ Yes ☐ No
Referred By: Do we have your consent to thank	the referral?	Located in: □Yes □No	

Spouse of Deceased 1	Person Information:			
☐ Living, but not the☐ Deceased: Date of	Representative/ Successor Trus Personal Representative/ Succ Death / / Divorce / /	essor Trustee	this page)	
First Name	Middle	Last		
Formerly Used Name	es/Maiden Name(s)			
Nickname	Social	Security Number		
Home address				
City	State/ZIP	County of Resider	nce	
Home telephone		U.S. Citizen: ☐ Yes ☐	No	
Birth date /	_/Age	-		
Employer	Position			
Military Service of I ☐ Branch	Deceased Person Length of Service			
Military Service of I	Deceased Person's Spouse			
☐ Branch	Length of Service_			
Children of Decease Are there any children	d Person n of the deceased, who are NO	Γ children of the surviving	g spouse: Y	N N/A
-	ren that are not beneficiaries, pl children, please include them o	<u>=</u>	-	
Name:	Address:	Social Security Number:	Telephone Number:	Birth Date:

BENEFICIARY INFORMATION #1

☐ Mr. ☐ Mrs. ☐ Ms. ☐	〕 Dr.	
First Name	Middle	Last
Name Used to Sign Legal D	ocuments (please print)	
Nickname	Social Securit	y Number
Home address		
City	State/Zip	Email
Home telephone		Cell phone
Birth date /	_/Age	County of Residence_
Employer	Оссира	ation
Relationship to Deceased Pe	erson	
Special Needs:	edical	☐ Educational
Marital Status: Married	☐ Divorced ☐ Wid	lowed Single
If Married, Spouse's	Name:	
<u># 2</u>		
□ Mr. □ Mrs. □ Ms. □	〕 Dr.	
First Name	Middle	Last
Name Used to Sign Legal D	ocuments (please print)	
Nickname	Social Securit	y Number
Home address		
City	State/Zip	Email
Home telephone		Cell phone
Birth date/		County of Residence_
Employer	Оссира	ation
Relationship to Deceased Pe	erson	
Special Needs:	edical	☐ Educational
Marital Status: Married	☐ Divorced ☐ Wid	lowed Single
If Married, Spouse's	Name:	

<u># 3</u>

☐ Mr. ☐ Mrs. ☐ Ms. ☐		
First Name	Middle	Last
Name Used to Sign Legal De	ocuments (please print)	
Nickname	Social Security	y Number
Home address		
City	State/Zip	Email
Home telephone		Cell phone
Birth date/	Age	County of Residence
Employer	Occupa	ution
Relationship to Deceased Pe	rson	
Special Needs:	dical	☐ Educational
Marital Status: Married	☐ Divorced ☐ Wid	owed \square Single
If Married, Spouse's	Name:	
☐ Mr. ☐ Mrs. ☐ Ms. ☐ First Name		Last
Name Used to Sign Legal De	ocuments (please print)	
Nickname	Social Security	y Number
Home address		
		Email
Home telephone		Cell phone
Birth date/	Age	County of Residence
Employer	Occupa	ution
Relationship to Deceased Pe	rson	
Special Needs:	edical	☐ Educational
Marital Status: Married	☐ Divorced ☐ Wid	owed Single
If Married, Spouse's	Name:	

<u># 5</u>

\square Mr. \square Mrs. \square Ms. \square Dr.
First NameMiddleLast
Name Used to Sign Legal Documents (please print)
Nickname Social Security Number
Home address
CityEmail_
Home telephoneCell phone
Birth date/AgeCounty of Residence
EmployerOccupation
Relationship to Deceased Person
Special Needs:
Marital Status: ☐ Married ☐ Divorced ☐ Widowed ☐ Single
If Married, Spouse's Name:
<u> </u>
□ Mr. □ Mrs. □ Ms. □ Dr.
First NameMiddleLast
Name Used to Sign Legal Documents (please print)
Nickname Social Security Number
Home address
CityEmail_
Home telephoneCell phone
Birth date/AgeCounty of Residence
EmployerOccupation
Relationship to Deceased Person
Special Needs:
Marital Status: ☐ Married ☐ Divorced ☐ Widowed ☐ Single
If Married, Spouse's Name:

DECEDENT'S REAL ESTATE

Please list all of the real estate the decedent owned at the time of death. If they owned property jointly with another person, then please list.

Value the property using the most recent property tax bill. You can use the Fair Market Value estimate from the tax bill, which is the state's best estimate of the value of the property. If you have concerns regarding the accuracy of the tax bill property value estimate, you can have an independent appraisal completed. If you plan to have the property appraised, use the appraisal value when it is available.

If you plan to sell the property, we will use the actual sales figure for the property value.

Please send us the documentation you used to determine the value of the property.

Address:	Tax Bill Parcel #:	County:	Owner(s):	Value:	Value Method:
			☐ Trust ☐ Decedent ☐ Jointly W	\$	□ Tax Bill □ Appraisal □ Sale □ Other
			☐ Trust ☐ Decedent ☐ Jointly w	\$	☐ Tax Bill ☐ Appraisal ☐ Sale ☐ Other
			☐ Trust ☐ Decedent ☐ Jointly w	\$	□ Tax Bill□ Appraisal□ Sale□ Other
			☐ Trust ☐ Decedent ☐ Jointly w	\$	☐ Tax Bill ☐ Appraisal ☐ Sale ☐ Other
			☐ Trust ☐ Decedent Jointly w	\$	□ Tax Bill □ Appraisal □ Sale □ Other

DECEDENT'S VEHICLES

Please list all vehicles (auto's, boats, RV's, campers, snowmobiles, motorcycles) owned by the decedent at the time of death. Vehicle values can be determined by using the Kelly Blue Book valuation which can be found using an online resource or by the actual sale of the vehicle. If the vehicle is an antique, or special in some other way, you may need to have it appraised.

A Vehicle's maker, model, year and VIN # can be found on the plate in the auto's windshield or on the driver's door. VIN is the Vehicle Identification Number.

Please send us the documentation you used to determine the value of the property.

Make:	Model:	Year:	VIN #:	Owner(s):	Value:	Value Method:
				☐ Trust ☐ Decedent ☐ Jointly W	\$	□ Blue Book □ Appraisal □ Sale □ Other
				☐ Trust ☐ Decedent ☐ Jointly W	\$	□ Blue Book □ Appraisal □ Sale □ Other
				☐ Trust ☐ Decedent ☐ Jointly W	\$	□ Blue Book □ Appraisal □ Sale □ Other
				☐ Trust ☐ Decedent ☐ Jointly W	\$	□ Blue Book □ Appraisal □ Sale □ Other
				☐ Trust ☐ Decedent Jointly w	\$	□ Blue Book □ Appraisal □ Sale □ Other

DECEDENT'S LIFE INSURANCE

Please list all insurance policies held by the decedent at the time of death.

Please contact the insurance company to inform them that the Decedent has passed away. They will send you a list of documentation required to complete their process. You will need to provide an original death certificate to each insurance company. Each company will have a specific process for you to follow, and a representative that will help you with their requirements.

Even if the policy is paid upon death to a beneficiary(ies), the government includes the value of the policy in the decedent's estate and it must be listed on this sheet.

Please list the value of the insurance policy as the benefit paid on death.

Insurance Company	Policy	Beneficiary(ies) by	Owner(s):	Value:
and Phone Number:	Number:	Name:	☐ Trust ☐ Decedent ☐ Jointly w	\$
			☐ Trust ☐ Decedent ☐ Jointly w	\$
			☐ Trust ☐ Decedent ☐ Jointly w	\$
			☐ Trust ☐ Decedent ☐ Jointly w	\$
			☐ Trust ☐ Decedent Jointly w	\$

DECEDENT'S ANNUITIES (non IRA)

Please list all annuities held by the decedent at the time of death.

Please contact the annuity company to inform them that the Decedent has passed away. They will send you a list of documentation required to complete their process. You will need to provide an original death certificate to each company. Each company will have a specific process for you to follow, and a representative that will help you with their requirements.

Even if the policy is paid upon death to a beneficiary(ies), the government includes the value of the policy in the decedent's estate and it must be listed on this sheet.

Please list the value of the annuity policy as the benefit paid on death.

Annuity Company	Policy	Beneficiary(ies) by	Owner(s):	Value:
and Phone Number:	Number:	Name:	☐ Trust ☐ Decedent ☐ Jointly W	\$
			☐ Trust ☐ Decedent ☐ Jointly w	\$
			☐ Trust ☐ Decedent ☐ Jointly W	\$
			☐ Trust ☐ Decedent ☐ Jointly w	\$
			☐ Trust ☐ Decedent ☐ Jointly W	\$

DECEDENT'S INVESTMENT ACCTS (non IRA) (STOCKS, BONDS, MUTUAL FUNDS)

Please list all investments owned through a brokerage company or as individual stock held by the decedent at the time of death. These non IRA investments could include mutual funds, bonds and bond funds, stocks owned in a brokerage account, or individual stocks purchased directly from the issuing corporation.

Please contact the brokerage company or company that issued the individual stock/investment to inform them that the Decedent has passed away. They will send you a list of documentation required to complete their process. You will need to provide an original death certificate to each company. Each company will have a specific process for you to follow, and a representative that will help you with their requirements.

Even if the policy is paid upon death to a beneficiary(ies), the government includes the value of the policy in the decedent's estate and it must be listed on this sheet.

Please list the value of the brokerage accounts and individual stocks as the value on the date of death.

Company and Phone	Account	Beneficiary(ies) by	Owner(s):	Value:
Number:	Number:	Name:	☐ Trust ☐ Decedent ☐ Jointly W	\$
			☐ Trust ☐ Decedent ☐ Jointly W	\$
			☐ Trust ☐ Decedent ☐ Jointly W	\$
			☐ Trust ☐ Decedent ☐ Jointly W	\$
			☐ Trust ☐ Decedent Jointly w	\$

DECEDENT'S RETIREMENT ACCOUNTS

(IRA'S, PENSIONS, TSA, 401K, ETC.)

Please list all retirement accounts held by the decedent at the time of death.

Please contact the brokerage company or company/government entity that issued the retirement benefit to inform them that the Decedent has passed away. They will send you a list of documentation required to complete their process. You will need to provide an original death certificate to each company. Each company will have a specific process for you to follow, and a representative that will help you with their requirements.

Even if the policy is paid upon death to a beneficiary(ies), the government includes the value of the policy in the decedent's estate and it must be listed on this sheet.

Please list the value of the retirement accounts as the value on the date of death.

Company and Phone	Account	Beneficiary(ies) by	Value:
Number:	Number:	Name:	
			\$
			\$
			\$
			ф
			\$
			\$

DECEDENT'S BANKING ACCOUNTS

(CERTIFICATES OF DEPOSIT, SAVINGS, CHECKING, MONEY MARKET, SAFE DEPOSIT BOXES)

Please list all bank accounts held by the decedent at the time of death.

Please contact the financial institutions to inform them that the Decedent has passed away. They will send you a list of documentation required to complete their process. You will need to provide an original death certificate to each institution. Each financial institution will have a specific process for you to follow, and a representative that will help you with their requirements.

Even if the policy is paid upon death to a beneficiary(ies), the government includes the value of the policy in the decedent's estate and it must be listed on this sheet.

Please list the value of the banking accounts as the value on the date of death.

Name Of Bank:
Phone Number:
Contact Person:
Address:

Type of Account:	Account Number:	Payable on Death Beneficiary(ies) by Name, if any:	Owner(s):	Value:
			□ Trust □ Decedent □ Jointly w	-
			□ Trust □ Decedent □ Jointly w	\$
			□ Trust □ Decedent □ Jointly w	\$
			☐ Trust ☐ Decedent ☐ Jointly w	\$

DECEDENT'S BANKING ACCOUNTS (cont'd)

Name Of Phone Nu Contact P Addre	mber: erson:			
Type of Account:	Account Number:	Payable on Death Beneficiary(ies) by Name, if any:	Owner(s):	Value:
			☐ Trust ☐ Decedent ☐ Jointly w	. \$
			☐ Trust ☐ Decedent ☐ Jointly w	\$
			☐ Trust ☐ Decedent ☐ Jointly w	\$
Name Of Phone Nu Contact P Addre	mber: erson:			
Type of Account:	Account Number:	Payable on Death Beneficiary(ies) by Name, if any:	Owner(s):	Value:
			☐ Trust ☐ Decedent ☐ Jointly w	. \$
			☐ Trust ☐ Decedent ☐ Jointly w	\$
			☐ Trust ☐ Decedent ☐ Jointly w	\$

DECEDENT'S LOANS

Please list all outstanding loans or other debts held by the decedent at the time of death. Car loans, property mortgages, student loans, and lines of credit are typical debt accounts to include in this section.

Please contact the loan company to inform them that the Decedent has passed away. They will send you a list of documentation required to complete their process. You will need to provide an original death certificate to each company. Each company will have a specific process for you to follow, and a representative that will help you with their requirements.

The value of the outstanding debt is included in the estate accounting and must be listed on this sheet.

Name Of L Phone Nu	mber:			
Contact Po				
Type of Account:	Account Number:	Beneficiary(ies) by Name:	Owner(s):	Value:
			☐ Trust ☐ Decedent ☐ Jointly w	\$
			☐ Trust ☐ Decedent ☐ Jointly w	\$
Name Of L Phone Nu Contact Po	mber: erson:			
Type of	Account Number:	Beneficiary(ies) by Name:	Owner(s):	Value:
Account:	Number:			
	Number:		☐ Trust ☐ Decedent ☐ Jointly w	\$

MONIES DUE TO DECEDENT FROM OTHERS

Please list all outstanding monies held by another on behalf of the decedent at the time of death. Prepayment for future work, or a written and signed loan to a relative or friend should be included in this section.

Please contact the loan holder to inform them that the Decedent has passed away, and to inform them that the funds should be repaid.

The value of the outstanding loan is included in the estate accounting and must be listed on this sheet. Attach the documentation of the outstanding monies due, as well as the documentation used to determine the value of the loan.

Please list the value of the loan as the value on the date of death.

Name Of Lo Recipient Phone Numb Contact Pers Address:	er: son:				
Type of	Accou	ınt	Owner(s):	Value:	
Account:	Numb	er:			
			☐ Trust ☐ Decedent ☐ Jointly w	\$	
Name Of Lo Recipient	:				
Phone Numb					
Contact Pers Address:					
Type of Account:	Accou		Owner(s):	Value:	
			☐ Trust ☐ Decedent ☐ Jointly w	\$	

If additional space is needed, please use a separate page.

DECEDENT'S BUSINESS INTERESTS (SOLE PROPRIETORSHIP, PARTNERSHIP, LLC, ETC.)

Please list all business interests held by the decedent at the time of death.

Please list the approximate value of the decedent's business interest as of the date of death.

Type of Entity:	Entity Legal Name:	Additional Owners and Percent of Ownership:	Value:
			\$
			\$

DECEDENT'S PERSONAL PROPERTY

(COLLECTIONS, ANTIQUES, JEWELRY, PROFESSIONAL EQUIPMENT, ETC)

Please list all personal property of a unique value or providence which was held by the decedent at the time of death. This could include a hobby collection, art work, jewelry, antiques, or historical memorabilia owned by the Decedent.

In many cases, property with a unique value will have been appraised or insured at some point in time. Valuation can start with that value, but may need to be appraised again to properly value for the estate.

Owner(s):

Value:

Value

Please list the value of the asset as of the date of death.

Personal Property Description:

		Method:
Trust Decedent Jointly w	\$	☐ Insurance☐ Appraisal☐ Sale☐ Other
Trust Decedent Jointly w	\$	☐ Insurance ☐ Appraisal ☐ Sale ☐ Other
Trust Decedent Jointly w	\$	☐ Insurance ☐ Appraisal ☐ Sale ☐ Other
Trust Decedent Jointly w	\$	☐ Insurance ☐ Appraisal ☐ Sale ☐ Other
Trust Decedent Jointly w	\$	☐ Insurance☐ Appraisal☐ Sale☐ Other
	Decedent Jointly W Trust Decedent Jointly W Trust Decedent Jointly W Trust Decedent Jointly W	Trust Decedent Jointly W Trust Decedent Jointly W Trust Decedent Jointly W Trust Decedent Jointly W Trust Decedent Decedent Decedent Jointly W Trust Decedent Jointly W Trust Decedent Jointly W

 ○ Do you have a financial advisor you we process? □ Yes □ No Name: Office Telephone: E-mail: 	Company:Cell Phone:
 ○ Do you have an accountant you would □ Yes □ No Name:	like us to work with for the settlement process? Company: Cell Phone:
Did the deceased have any guarantees? If so pl	lease list details. ased and the estimated value of amount owed?
PLEASE USE THIS SPACE TO WRIT INFORMATION OR TO WRITE DOW HAVE:	