

ESTATE SETTLEMENT WORKSHEET

(Please complete as much as possible)



MARC A. AUSTIN, P.C.
ATTORNEY AT LAW

1. Decedent Information

Decedent's Full Legal Name: _____ Date of Birth: ____ / ____ / ____

SSN: ____ - ____ - ____ Date of Death: ____ / ____ / ____

Residence Address: _____

Period of residence in Utah: _____

Prior residences (states): _____

U.S. Citizen? Yes No If no, please list: _____

Prior Marriages, if any (include date of divorce & alimony/support obligations):

Marital Status at time of death: _____

Occupation (or former occupation, if retired): _____

2. Client Information

Name: _____ Relation to Decedent: _____

Will you be the executor/personal representative? Yes No

Mailing Address: _____

Home Telephone: _____ Client's SSN: ____ - ____ - ____

Cell Phone: _____ Fax Number: _____

Email: _____ Work Phone: _____

3. Spouse & Children of Decedent (please indicate if any are deceased)

Spouse's Full Legal Name: _____ Date of Birth: ____ / ____ / ____

SSN: ____ - ____ - ____ If Deceased, Date of Death: ____ / ____ / ____

U.S. Citizen? Yes No If no, please list: _____ Health Status: _____

Name of Employer: _____

Prior Marriages, if any (include date of divorce & alimony/support obligations):

Child's Name: _____ Child's Name: _____

Address: _____ Address: _____

Phone No.: _____ Phone No.: _____

Date of Birth: ____ / ____ / ____ SSN: ____ - ____ - ____ Date of Birth: ____ / ____ / ____ SSN: ____ - ____ - ____

Child's Name: _____ Child's Name: _____

Address: _____ Address: _____

Phone No.: _____ Phone No.: _____

Date of Birth: ____ / ____ / ____ SSN: ____ - ____ - ____ Date of Birth: ____ / ____ / ____ SSN: ____ - ____ - ____

(Please list additional children on a separate sheet, if necessary)

4. Assets (attach additional sheets if necessary)

Real Property

Location (street address/city)	Date Acquired	County Parcel or Serial No.	Cost	Ownership	Approx. Value
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Bank Accounts & CDs

Bank or Institution	Account Number	Ownership	Approx. Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Brokerage Accounts and Stocks

Company	Account Number or Number of Shares	Ownership	Approx. Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Retirement Accounts (pension or profit sharing, IRAs, 401(k) accounts)

Name of Institution	Account Number	Ownership	Approx. Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Assets or Investments (business holdings, private investments, etc.)

Description	Ownership	Approx. Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

Life Insurance & Annuities (non-qualified)

Name of Company	Policy No.	Insured	Beneficiary(ies)	Face Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Motor Vehicles (cars, boats, Rvs, etc.)

Make	Year	Ownership	Approx. Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Liabilities (Mortgages, car loans, other debts)

Name of Creditor	Type of Loan and Property Encumbered	Who is Obligated?	Approx. Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Questions and Information

- Did the decedent have a Will? Yes No
- If there was no Will, who do you want to be the Personal Representative? _____
- Did the decedent have a Trust? Yes No
- Did the decedent have a safe deposit box? Yes No
- If yes, are you able to open it? Yes No
- Did the decedent file any gift tax returns? Yes No
- Did the decedent own a business? Yes No
- Have all prior individual income tax returns been filed? Yes No

7. Other Information

CPA: _____ Phone: _____
 Stock Broker/Financial Planner: _____ Phone: _____
 How did you find our office? _____

INFORMATION TO FURNISH TO OUR OFFICE:

- Death certificate
- Obituary notice
- Original will and any codicils
- Originals or copies of trust document and any amendments
- Copies of income tax returns for the past three years
- Copies of deeds and/or tax notices for all real estate in which the decedent had an interest
- Originals or copies of life insurance policies or annuity contracts
- Copies of statements on all retirement plans, IRA accounts, 401(k) accounts, etc.
- Copies of bank or brokerage statements for the month the decedent died and most recent
- List of all collectibles valued at over \$3,000
- Copies of any pre- or post-nuptial agreements or divorce decrees
- Originals or copies of any stock certificates (including water stock)
- Business records, such as LLC and corporate documents, tax returns, and buy-sell agreements
- Summary of decedent's bills, including credit cards, car loans, mortgage, medical bills, etc.
- Copies of funeral expenses