



WEALTH PLANNING LAW GROUP

ATTORNEYS AT LAW

Protecting Your Legacy

Confidential

Succession Information

Questionnaire

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SUCCESSION QUESTIONNAIRE

Date of Appointment: _____ Referred by: _____

YOUR INFORMATION

Full Legal Name _____

Address _____

Cell Number _____ Email _____

Home Number _____ Are you named as the Executor in the will? Yes/ No

INFORMATION ABOUT THE DECEDENT

Full Legal Name _____

Address at the Time of death _____

Date of Death _____ Date of Birth _____ Social Security Number _____

Full Name of Prior Spouses	Result
	<input type="checkbox"/> Divorce <input type="checkbox"/> Deceased while Married <input type="checkbox"/> Currently Married
	<input type="checkbox"/> Divorce <input type="checkbox"/> Deceased while Married <input type="checkbox"/> Currently Married
	<input type="checkbox"/> Divorce <input type="checkbox"/> Deceased while Married <input type="checkbox"/> Currently Married
	<input type="checkbox"/> Divorce <input type="checkbox"/> Deceased while Married <input type="checkbox"/> Currently Married

If widowed, date of spouse's death: _____ Was a succession opened? Yes/ No

Had Decedent executed a will? Yes/ No If yes, do you have the original? Yes/ No

INFORMATION ABOUT THE SURVIVING SPOUSE OF THE DECEDENT

Full Legal Name (Including maiden name) _____

Address at the time of Decedent's Death (if different) _____

Social Security Number _____ Date of Birth _____

Cell Number _____ Email _____

INFORMATION ABOUT THE CHILDREN, HEIRS OR LEGATEES

Please list the Full Name, Date of Birth, Address, Relationship (S= Spouse, C= Child, O=Other), Cell Number and Email for each child, heir or legatee of the Decedent as well as such person's parent's names if they are a child of the decedent or the surviving spouse

If any of the above persons are adopted, deceased, under age 24, or mentally or physically disabled, please provide explanation: _____

CPA's name & phone # _____

Financial Advisor's name & phone # _____

ASSETS

Personal Residence

Address	Market Value	Mortgage	Community (C) or Separate (S)	Copy of Act of Sale (Y/N)

Real Estate Held Individually

List TYPE: Commercial (C), Rental (R), Condo (CN), Timeshare (TS), Vacant (V)

Address	Type	Market Value	Mortgage	Community (C) or Separate (S)	Copy of Act of Sale (Y/N)

Business Interests

For each company, list NAME including whether it is an L.L.C., Partnership (P/S), C – Corporation (C-Corp) or S – Corporation (S-Corp), OWNERSHIP %, how much you could sell it for and whether you have a Buy-Sell agreement:

Full Name of Company	# of Shares/ Units	Ownership %	Buy-Sell (Y/N)	Copy of Corporation documents & share certs. (Y/N)	Market Value

Retirement Plans, IRA's, and Annuities

For each, list TYPE OF PLAN (e.g., IRA, 401(k) or Annuity), BROKER DEALER (e.g., LPL, NY Life, Bank, etc.), Financial Advisor, Owner/Beneficiary (e.g., Husband-H / Wife-W/Children-C) & Market Value

Type of Plan	Broker Dealer	Financial Advisor	Owner	Beneficiary	Statement Copies? (Y/N)	Market Value

After Tax Brokerage, Mutual Fund, or Stock Investments

Description	Broker Dealer	Financial Advisor	Statement Copies? (Y/N)	Market Value

Life Insurance

List INSURED/OWNER/BENEFICIARY of each policy (e.g., Husband (H)/ Wife (W)/ Trust (T)/ Children (C)), Ins. Company, Policy TYPE (e.g., Term/Whole Life, Universal Life) & Agent, CASH VALUE and Death Benefit:

Insured	Owner	Beneficiary	Company/Policy Type/ Agent	Cash Value	Death Benefit

EXPENSES

Funeral & Burial Expenses

List all expenses incurred in connection with the Decedent's funeral and burial.

If the Decedent had pre-paid funeral expenses, please note.

Provider	Amount Paid	Pre-paid by Decedent (Y/N)?

Mortgages and Other Secured Debts

Creditor	Property Mortgaged or Encumbered	Decedent's % Share of Balance Owed
Name: Account#		
Name: Account#		
Name: Account#		
Name: Account#		
Name: Account#		

Unsecured Debts

Creditor	Account Number	Decedent's Share of Balance Owed
Name: Account#		
Name: Account#		
Name: Account#		
Name: Account#		
Name: Account#		

Miscellaneous Questions

Did the Decedent have any Contingent Liabilities, such as a guaranty for the debt of another person? Y/ N

Is the Decedent an heir of someone for whom a succession has not yet been completed? Y/ N

SUCCESSION PROJECT MANAGEMENT CHECKLIST

THE ITEMS AND TASKS THAT OUR FIRM WILL MANAGE

Our firm will prepare and file all necessary court documents including the following:

- 1) A Petition to Open the Succession containing information about the decedent, their marital and family history, as well as other information required by law;
- 2) A Verification of the Petition to Open Succession for the executor to sign attesting to the accuracy of the Petition to Open Succession;
- 3) Two affidavits of death, jurisdiction and heirship;
- 4) Filing the original Will if applicable;
- 5) Filing the death certificate of the decedent;
- 6) Appropriate documents to appoint the executor as an independent executor, if applicable, so that the estate is not burdened with undue delays and advertisements regarding the disposition of estate assets;
- 7) Obtain third party verification of the identification, description and date of death value for all succession assets that we are informed about by the client. If asset appraisals are needed, we will hire qualified appraisers approved by you, in order that their services will be protected by the attorney client privilege though any expenses they charge will be billed separately to the estate and will be in addition to our fees as set forth in our retainer agreement;
- 8) Review the decedent's income tax returns for the two years prior to death to verify whether any assets stated in the tax returns should be listed in the succession;
- 9) Verify with the client and their CPA, upon request, that the asset listing is accurate and complete to the best of their knowledge information and belief;
- 10) A Sworn Detailed Descriptive List showing the date of death value of all succession assets;
- 11) A Petition for Possession stipulating the distribution of the estate assets and verifications from all heirs or legatees that the Petition is accurate;
- 12) A Judgment of Possession is a court order signed by a Judge which will close the succession and place the heirs into legal possession of the estate assets;
- 13) Upon request, we will assist the family with retitling of the succession accounts IF the client requests same within 1 month of the signing of the Judgment of Possession; and
- 14) If the client's CPA is unwilling to prepare a Federal Estate Tax Return, our firm can prepare same for a separate fee to be agreed upon by the client and our firm.

THE ITEMS AND TASKS NOT COVERED BY OUR FLAT FEE

- 1) The fee quoted in our retainer agreement does not cover litigation costs. If a succession becomes litigated or contested, then our firm will set up an additional file, to be charges separately, for all litigated or contested matters
- 2) We will not handle the probate process for any real estate located outside of Louisiana. Upon request, we can assist you in finding a qualified attorney to handle an ancillary succession for the state where the real estate is located though such attorney's fees will be in addition to the fee our firm charges;
- 3) Our fee does not include any out of pocket expenses we incur on your behalf such as court fees, recordation expenses, appraisal costs and similar items. However, we do not charge for copies, faxes or long distance. The client, as representative of the succession, is fully responsible for all expenses incurred on behalf of the succession and said expenses may include, but are not limited to, accounting expenses, costs of court and attorney fees for ancillary probate proceedings, income tax returns, investigation expenses, settlement expenses, litigation expenses and any other miscellaneous expenses incurred during the administration of the succession; and

- 4) It is also agreed and acknowledged by the client that the client shall accurately detail all assets belonging to the decedent including the valuation of decedent's assets, and shall also inform us, in writing, of any gifts made by the decedent made in excess of ten thousand dollars per year.

DOCUMENTATION NEEDED FROM CLIENT

_____ Copies of Statements for all of the decedent and their Spouse's banking, savings, brokerage, retirement plan, IRA and other financial assets for the time period coinciding with the date of death;

_____ The governing documents for all L.L.C., Corporation, Trust or Partnership interests owned by the decedent or their spouse;

_____ Copies of the decedent's federal income tax returns for the past two years;

_____ The declaration pages for all Life Insurance Policies owned by the decedent or insuring the decedent's life;

_____ Acts of sale for any real estate that is titled in the decedent's name;

_____ Registration containing the make model and VIN number for any automobiles that either spouse owned;

_____ The names, addresses, birthdates and social security numbers for all heirs;

_____ An original Last Will and Testament and 5 original stamped death certificates

TASKS FOR THE EXECUTOR TO COMPLETE

Prepare application for tax identification number (TIN-Form SS-41)

Prepare signature cards for estate bank accounts

Close decedent's bank accounts

Open estate checking and savings (or money market) accounts

Transfer assets to name of succession if necessary

Change decedent's mailing address for all mail and secure all real estate including insurances and changing locks if needed

Cancel subscriptions, etc. and request refunds for unexpired term

Extend insurance coverage to protect estate for home, motor vehicles, etc., titled in decedent's name

File life insurance claims and request copies of federal Form 712

Identify and notify our firm of any expenses/liabilities that the estate has incurred that we need to include on the Sworn Descriptive List (i.e., funeral expenses)?