



Estate Planning Preparation Packet

Before you begin the online data gathering process, we recommend you take some time to gather your thoughts and put them down on paper first. Print out this Preparation Packet and use it to guide you through the thought process.

As you complete this packet, you will be prompted to discuss with your spouse the key components of your estate plan. You also may wish to consult with family members and healthcare/financial professionals.

If you would like a complementary consultation with an EP Cloud™ Estate Planning Specialist before beginning the online, attorney-driven questionnaire, please contact us at the information provided below.

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Preparing for Your Estate Planning Appointment

Depending on your personal situation, you will need to answer 20 to 30 questions in order to create your estate plan. The questions are not difficult but a few of them do require some introspection. The interview will determine the specific type of documents that your circumstances will require. To make sure that the interview process is as productive as possible give some thought to the following:

Personal Representative. In the event something were to happen you, who would you choose to be your executor (also known as a successor trustee, if your estate plan includes a trust)? Your executor/successor trustee oversees your affairs upon your death. It is wise to name at least two individuals so that if one fails to serve there is an alternate. You can name as many as 4.

Guardian for Minor Children. Who do you want to be legally responsible for the care and control of your minor children upon your demise? It is wise to name at least two individuals so that if one fails to serve there is an alternate. You can name as many as 4.

Attorney-in-Fact for Health Care Power of Attorney. Who would you choose to make healthcare decisions on your behalf in the event you can not personally make your wishes known? You can name as many as 4.

Attorney-in-Fact for Financial Power of Attorney. Who would you choose to manage your assets not held in trust? This is often the same individual who you name as your executor or successor trustee. Your trustee manages the assets in the trust and your attorney-in-fact in our financial power of attorney manages the assets outside the trust. You can name as many as 4.

Dates of Birth. Make sure you know the dates of birth for all your children.

General Thoughts on Asset Distribution. The Individuals or institutions who receive your assets upon your death are referred to as beneficiaries. Think through who is to get what.

Consider things like:

- If you were to die today, who is to receive your assets? Are your assets to be divided equally among your living children (this is the most common choice) or via some other scheme?
- Is there anyone that you wish to formally disinherit (former spouses are automatically disinherited)?

- If your beneficiaries are minors, do you want to hold their inheritance in trust so they do not receive all their inheritance at age 18 (think what you would have done with large sum of money at age 18)? You can sprinkle out distributions over as many as 3 different ages. For example: Give 20% of their inheritance at age 18; 50% at age 25; and the balance at age
- In addition to age based distributions which, if any, of the following conditions do you want to impose on your beneficiaries as a requirement to receive assets? Three options are provided - drug free, alcohol free, gambling free
- Prior to distributing your assets, do you want to make any specific bequests? Specific assets given to specific people or institutions. Example: Give the grandfather clock to Sara. Give the cabin in Cedar City, Utah to Jason. Give \$10,000 to the Alzheimer's Association.

It is not necessary, nor recommended, that you attempt to provide details for who is to receive every little thing. The distribution of smaller, less valuable items is handled in a separate, stand-alone "letter of direction" that is referenced in the trust or will.

- In the unlikely event that everyone you name as a beneficiary dies before you, who is to receive your assets? This is known as your ultimate beneficiary. By default your ultimate beneficiaries are your then living relatives, but you can name specific individuals or institutions, such as an uncle or family friend, or your favorite charity or church.

Estate Planning Checklist

Consider the following questions before your estate planning appointment:

Who would you name to take care of your minor children upon your death?

First Choice/ Full Legal Name

Second Choice/ Full Legal Name

Who would you appoint to make healthcare decisions for you in the event you are unable to do so yourself?

First Choice/ Full Legal Name

Second Choice/ Full Legal Name

Who would you appoint to pay your bills, write checks, etc. in the event you are unable to do so yourself?

First Choice/ Full Legal Name

Second Choice/ Full Legal Name

Who would you name to distribute your personal property and assets upon your death?

First Choice/ Full Legal Name

Second Choice/ Full Legal Name

IMPORTANT: Also, decide who you want to receive your personal property and other assets upon your death.

Estate Planning Questionnaire

General Information			
Name of 1 st Spouse (first, middle, last, suffix):			
Email:	Phone:	DOB:	U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of 2 st Spouse (first, middle, last, suffix):			
Email:	Phone:	DOB:	U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No
Legal Residence (Address):			
Mailing Address (if different):			
Either Owns >\$2M Separately? <input type="checkbox"/> Yes <input type="checkbox"/> No		Own Real Estate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Value of All Assets:			
Estate Plan Already in Place: <input type="checkbox"/> None <input type="checkbox"/> Financial Power of Attorney <input type="checkbox"/> Healthcare Power of Attorney <input type="checkbox"/> Will <input type="checkbox"/> Trust			
Financial & Healthcare Powers of Attorney			
Spouse 1 – Financial POA		Spouse 2 – Financial POA	
Name:	Email:	Name:	Email:
Spouse 1 – Healthcare POA		Spouse 2 – Healthcare POA	
Name:	Email:	Name:	Email:
Children & Guardians			
Children of Both Spouses (name, birthdate)	Children of Spouse 1 Only	Spouse 1 – Prior Spouses	
		Resolved by: <input type="checkbox"/> Death <input type="checkbox"/> Divorce	
	Children of Spouse 2 Only	Resolved by: <input type="checkbox"/> Death <input type="checkbox"/> Divorce	
Guardians			
Name:	Email:	Spouse 2 – Prior Spouses	
		Resolved by: <input type="checkbox"/> Death <input type="checkbox"/> Divorce	
		Resolved by: <input type="checkbox"/> Death <input type="checkbox"/> Divorce	
Successor Trustees (2 co-trustees or up to 4 individuals)			
Name:	Email:	Birthdate:	

Inheritance

Personal Property Beneficiaries

To children equally? Yes No

Name (Person or Organization)	Percentage	Alternate Beneficiary

Joint Specific Bequests

Name	Asset	Name

Joint Assets (financial and real estate)

To children equally? Yes No

Name (Person or Organization)	Percentage	Alternate Beneficiary

Ultimate Beneficiaries

Disinherited Individuals

Spouse 1 – Ultimate Beneficiaries	Spouse 2 – Ultimate Beneficiaries	

Conditional Distributions

Age based? <input type="checkbox"/> Yes <input type="checkbox"/> No	Age 1:	% at Age 1:
	Age 2:	% at Age 2:
	Age 3:	% at Age 3:
Drug Addiction Free? <input type="checkbox"/> Yes <input type="checkbox"/> No	Alcohol Addiction Free? <input type="checkbox"/> Yes <input type="checkbox"/> No	Gambling Addiction Free? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 1 Year <input type="checkbox"/> 3 Years <input type="checkbox"/> 5 Years	<input type="checkbox"/> 1 Year <input type="checkbox"/> 3 Years <input type="checkbox"/> 5 Years	<input type="checkbox"/> 1 Year <input type="checkbox"/> 3 Years <input type="checkbox"/> 5 Years

Notes