ESTATE INFORMATION SHEET

Date of Initial Interview: ____________________ Attorney: _______________

NAME OF DECEDENT: _________________________ with a residence of ___________
_____________________________, ______________County, Pennsylvania

Decedent died: _____Testate (With a Will) Date of Will: _____________
_____ Intestate (Without a Will)

Age: ______ DOB: ________ DOD: _________ Social Security #: __________________

Place of Death: ____

Name of Hospital: ____

Name of Funeral Home: ____
Did Decedent have a prearranged, prepaid funeral? _____yes _____no

Executor / Administrator

Name: ________________________________ Telephone # ________________
Address: _____________________________ Cell # ______________________
_____________________________ E-mail ______________________
Social Security # _____________ DOB: _________ Occupation: ________________

Alternate or Co-Executor / Co-Administrator

Name: ________________________________ Telephone # ________________
Address: _____________________________ Cell # ______________________
_____________________________ E-mail ______________________
Social Security # _____________ DOB: _________ Occupation: ________________

Heirs / Beneficiaries of Decedent:

Name: ______________________________ SS# _____________ Phone # _____________
Address: ____

Name: ______________________________ SS# _____________ Phone # _____________
Address: ____

Name: ______________________________ SS# _____________ Phone # _____________
Address: ____

Name: ______________________________ SS# _____________ Phone # _____________
Address: ____

Name: ______________________________ SS# _____________ Phone # _____________
Address: ____

Name: ______________________________ SS# _____________ Phone # _____________
Address: ____

Name: ______________________________ SS# _____________ Phone # _____________
Address: ____

Name: ______________________________ SS# _____________ Phone # _____________
Address: ____

Name: ______________________________ SS# _____________ Phone # _____________
Address: ____

Questions:

1. Did decedent have a safe deposit box at a bank? _____ yes _____ no
   If yes – name of branch office of bank: ___________________________________
   Address of branch office: ____

2. Place of employment (currently or before retirement): _________________________
   Was Decedent receiving any retirement/pension benefits? _____ yes _____ no
   If yes, name and address of where retirement benefits were coming from:

   ____

3. Was Decedent receiving any Social Security benefits? _____ yes _____ no

4. Was Decedent receiving any Railroad Retirement benefits? _____ yes _____ no

5. Was the Decedent involved in any Estate Planning prior to death? _____ yes ____ no
   If yes, name and address of estate planning attorney:

   ____

6. Did the Decedent have a Living Trust? _____ yes _____ no
   If yes, was the Trust funded? _____ yes _____ no
   Need copy of Trust Agreement

7. Did Decedent have any life insurance policies? _____ yes _____ no
   If yes, name of insurance company, copy of front page of policy, & name of beneficiary(ies). Note: Sometimes there is only one beneficiary named on the policy and if the named beneficiary predeceases the insured, the Decedent's Estate becomes the beneficiary – therefore we need to have

the life insurance information in the sub-file marked Life Insurance)

ASSETS in Decedent's Estate:

Real Estate: _____ yes _____ no Real Estate titled i/n/o(s) as follows:

____

Address of Real Estate: ____

Home Owner's Insurance: Name of Company: ________________________

Agent: ________________________

Need copy of current policy

Personal Property: **Value**

Household Furniture/personal property: __________

Vehicles: ______________________________ __________

______________________________ __________

______________________________ __________

Financial Institutions: Checking/Savings/CD's.
Money Management Acct, etc.

______________________________ __________

______________________________ __________

______________________________ __________

______________________________ __________

______________________________ __________

______________________________ __________

______________________________ __________

______________________________ __________

Stocks / Bonds:

______________________________ __________

______________________________ __________

______________________________ __________

Series EE / E/ H Bonds:

______________________________ __________

______________________________ __________

IRA(s), Annuities:

______________________________ __________

______________________________ __________

______________________________ __________

______________________________ __________

(These accounts usually have named beneficiaries)

Other Assets not included above:

______________________________ __________

______________________________ __________

______________________________ __________

Jointly Held Property: _____ yes _____ no

(If yes, need a copy of documentation showing info)

Was the Decedent a shareholder in any corporation? _____ yes _____ no

(If yes, need copy of Articles of Incorporation, etc.)

Did the Decedent own an interest in any partnership? _____ yes _____ no

(If yes, need copy of partnership agreement and a copy of the most current partnership income tax return)

Does Decedent have an interest in any oil/gas or mineral rights? _____ yes ____no

Is there a lease signed by Decedent? _____ yes _____ no

(If yes, need copy of lease)

Is the Decedent currently receiving royalty checks? _____ yes _____ no

(If yes, need copy of stub of a recent check showing Name & address of any payor(s)

____

____

____

____

Did the Decedent own any Life Insurance Policy(ies) at the time of death?

_____ yes _____ no

If yes, need name of insurance company(ies), copy of each policy(ies), name(s) of beneficiary(ies) on each policy

____

____

____

____ phone # ____________

Note: Some insurance companies have merged, therefore it is important to receive as much up-dated info from client as possible.

Note: Sometimes there is only one beneficiary named on the policy and if the named beneficiary predeceases the insured, the Decedent's Estate becomes the beneficiary – therefore we need to have the life insurance information in the sub-file marked Life Insurance

IMPORTANT FACTOR: LIFE INSURANCE IS EXEMPT FROM INHERITANCE TAX NO MATTER THE NAME

OF THE BENEFICIARY. HOWEVER, IF THE ESTATE IS THE BENEFICIARY, IT MUST BE LISTED ON THE INVENTORY.

After review of the above the following action is needed for this estate:

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Prepare Petition for Grant of Letters & other required documents to have the executor/rix or administrator/rix sworn in.

Values for Petition for Grant of Letters

Probate Assets: (Assets in decedent's name alone)

Real Estate: $ ____________

Personal Property: $ ____________

Note: Non-Probate Asset(s) <u>are not</u> included on the Petition for Grant of Letters which include Assets held in a Trust, jointly held assets, assets with named beneficiaries)

Advertise Estate: _____ yes _____ no

Estate attorney fee will be figured on:

_____ flat fee
_____ hourly rate
_____ percentage according to Johnson chart
_____ other
Explanation: ____________________

Personal Representative fee:

_____ waive fee
_____ partial fee
_____ full fee

Note: When you explain to the personal representative if they take a fee that he/she will have to report this on their personal income tax return, many of the personal representatives WAIVE their fee. It's their choice. If a personal representative chooses not to take a fee, they must sign a WAIVER of FEE.

NOTE: When an individual passes away, the personal representative has 90 days from the date of an individual's death to make a prepay on the inheritance tax and receive a 5% discount on the amount paid. Day 1 starts with the date of death of the

decedent. If possible, we try to make the prepay.

> For this reason JA must work expeditiously once the estate is opened and we have the appointment of the personal representative in order to try and make the payment. There are times it is not possible depending on the number of days that lapse from the date of Decedent's death to the time the estate is brought in for administration.

Standard Letters on all estates:

1. Request for Claim re Estate Recovery Act
2. Inquiry Letter to Unclaimed Property Bureau
3. Letters for DOD values/balances on all estate assets (probate and non-probate)
4. Authorization form(s) signed by personal representative at the time client is sworn in
5. Request for Heritage to obtain Estate EIN and Application for EIN signed by personal representative at the time client is sworn in
6. Notices of Estate Administration in accordance with Orphans' Court Rules to the named beneficiaries / heirs
7. Certification of Notice of Estate Administration in accordance with Orphans' Court Rules
8. Legal Notices to the County Legal Journal in the county the estate is probated and Newspaper (once a week for three consecutive weeks) See Pennsylvania Bar Association – Lawyer Directory & Product Guide – 2016 edition which contains all 67 counties and list of personnel for each county. JA had Chris Z. order 2 copies – one for JA at home office and a copy to be retained at Heritage Law Firm.