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William C. Dvorak*

Leo W. Galletta, Of Counsel

Dear New Client:

Thank you for choosing William C. Dvorak, P.C. to advise you and prepare your Estate Plan. The forms and documents below are meant to provide your attorneys with the information they need in order to give you the best possible legal advice, to select the correct estate planning strategy for you, and to prepare the documents that will comprise your Estate Plan.

You will note that some of these forms are fillable adobe pdf forms. Feel free to fill them out on your computer, or to print them and complete them by hand. Either way, please bring all of these forms to your initial office consultation. You may not be able to provide all the information at this time and that is fine. You should make sure that you provide us with complete information about any person you would like to appoint as a fiduciary, (executor, trustee, agent) including full name, address, and most reachable phone number. We can answer any questions you may have when we meet in person. As to the assets and liabilities form, not every person has something in every asset or liability category, but please try to provide as complete a picture of your current financial situation as possible, even if you have to provide estimates at this time.

Sincerely,

William C. Dvorak, P.C.

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*** * * PRIVACY NOTICE * * ***

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JOINT REPRESENTATION CONFIRMATION

It is commonplace for spouses to engage the same lawyer for estate planning. However, when a lawyer represents both spouses with regard to common or related matters, certain conflicts of interest can arise within the ethical codes of the legal profession.

This is to confirm that my office is to represent you jointly as husband and wife. As such:

- We will not maintain confidentiality between the two of you; the information we receive from either of you or from third parties will be shared with both of you.
- Each of you waive any objection to our representation of the other regarding potential conflicts of interest between you (such as involving spousal rights of election, property ownership and transfer matters, and trust as well as other asset arrangement matters).

Joint representation is appropriate in our experience. However, strict ethical requirements dictate that we thoroughly disclose the ethical ramifications.

Please sign below to indicate your acknowledgment of these terms.

Dated _____.

Husband

Wife

SUMMARY OF ASSETS AND LIABILITIES

For Estate Planning purposes, it is not necessary to provide complete account numbers.

ASSETS

For each item state the location of the asset (name and address), title holder, date of acquisition/opening, estimated value, amount of any unpaid mortgage/lien, and any other relevant information. If any asset is held jointly with the spouse or another, so state, and set forth your respective shares.

Cash accounts

Checking:

Savings (individual, joint, totten trust, certificates of deposit, treasury notes, etc.):

Security deposits, earnest money, etc.:

Other:

Securities

Bonds, notes, mortgages (obligor, maturity date, principal amount):

Stocks, options and commodity contracts:

Broker margin accounts (broker and credit balance):

Other:

Loans to others and accounts receivable from others:

Interest in any business (name and address of company, whether it is a corporation, partnership, sole proprietorship or trust, your capital contribution, net worth of the business, percent of your interest, and any other information):

Life insurance (amount, carrier, policy number, beneficiary):

Vehicles (auto, boat, plane, truck, campers, etc.):

Real estate (include all types of interests such as leaseholds, life estates, etc., and identify any mortgage by the amount and holder):

Pension plans and retirement accounts:

Vested interests in trusts (profit sharing, legacies, deferred compensation, etc.):

Contingent interests (stock options, interests subject to life estates, possible inheritances, annuities):

Household furnishings:

Jewelry, furs, art, antiques, precious objects, gold and precious metals:

Guns:

Other assets (e.g., collections, hobbies, judgments, causes of action, patents, trademarks, copyrights, and any other assets not herein above itemized):

TOTAL ASSETS \$

LIABILITIES

For each item state the purpose, date of incurring debt, debtor, creditor, original and current amount of debt, and any other relevant information. If jointly with the spouse or another, so state, and set forth your share.

Accounts payable (credit cards, security agreements, chattel mortgages, broker margin accounts):

Notes payable:

Mortgages payable on real estate:

Loans on life insurance policies:

Other liabilities:

TOTAL LIABILITIES \$

NET WORTH (Assets minus Liabilities) \$

If you wish to reset this form and start over, there is a "CLEAR" button at the bottom of the last page of this document.

TESTATOR INFORMATION

FULL NAME _____

Cell phone number _____

SPOUSE _____

Cell phone number _____

ADDRESS _____

COUNTY OF RESIDENCE _____

CHILDREN

NAME	ADDRESS	AGE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

FIDUCIARY APPOINTMENTS

Please provide the names, phone numbers and addresses of persons you trust to act of your behalf or on behalf of your children should you die or become incapacitated

WHO DO YOU WANT TO NAME AS EXECUTOR AND ALTERNATES OF YOUR ESTATE?

Your Executor is the person who will present your Will for probate, hire an attorney, if necessary and distribute your property in the manner and to the persons provided for in your Will. If you are married, you do not need to include your spouse's name here. We will assume that spouses will act as each other's Executor. You should provide at least one alternate to your spouse.

NAME	ADDRESS	RELATIONSHIP
1.	_____	_____
2.	_____	_____
3.	_____	_____

IF A TRUST IS INCLUDED IN YOUR WILL, WHO DO YOU WANT TO NAME AS TRUSTEE AND ALTERNATE?

If your children are not yet adults, you may wish to direct that if both you and your spouse pass away that the children's inheritance be held in Trust until they reach a certain age. While the Trust exists, the Trustee is empowered to make distributions to them for their Health, Education, Maintenance, and Support. We strongly recommend that you appoint a Trustee if you have younger children.

NAME	ADDRESS	RELATIONSHIP
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

IF YOUR SPOUSE DOES NOT SURVIVE YOU WHO DO YOU WANT TO NAME AS GUARDIAN OF YOUR MINOR CHILDREN?

If you pass away and your children's other parent does not survive, who would you want to act as Guardian for your children? This is the person who is appointed to exercise care, custody, and control over the children. The Guardian can enroll the children in school, authorize medical care, and provide a home for the children. You may appoint the same person to act as Guardian as you appoint as Trustee. Unlike a Trust, Guardianship ends when the children reach the age of 18.

NAME	ADDRESS	RELATIONSHIP
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

If a Trust is created under your Will, at what age would you like your children to receive their inheritance free of trust?

You may also specify that your children can receive their inheritance in installments. If you prefer this, at what ages would you like to specify?

Do you wish to make any gifts to your church or other charitable organizations? Yes No

If so, would like to make the charitable gift effective upon:

1. your death
2. you and your spouse's death
3. At some other time

If making a charitable gift, provide the exact name of the organization, address, and percent or dollar amount of gift.

Are there any relatives whom you specifically do not want to receive anything from your estate:

Yes No

If so, whom? _____

After the death of you and your spouse, if any, and after all special gifts have been distributed, whom do you want to receive the rest of your estate?

In equal shares to children (check here)

Name _____ Relationship _____ Percentage _____

Name _____ Relationship _____ Percentage _____

Name _____ Relationship _____ Percentage _____

Name _____ Relationship _____ Percentage _____

TRANSFER ON DEATH DEEDS FOR REAL PROPERTY

Texas law permits transfer of ownership in real property by way of a Revocable Transfer on Death Deed (TODD). When executed and filed in the real property records of the County in which the property is located, title to the property passes to the named beneficiaries upon death without the need for probate. This may eliminate the need to probate your Estate. In addition, transfer of property under a TODD may place the property beyond the reach of creditors and Medicaid clawbacks. If you own a home, we advise you to prepare TODDs. These deeds can be revoked at any time prior to death if your needs or circumstances change.

Would you like us to prepare Transfer on Death Deeds? Yes No