# CASE INFORMATION WORKSHEET



## Home of the Senior Friendly Estate Plan

THIS ORGANIZER WILL HELP YOU GATHER THE INFORMATION WE NEED TO ASSIST YOU. PLEASE DO YOUR BEST TO FILL IT OUT AS ACCURATELY AND COMPLETELY AS POSSIBLE AND CALL US WITH ANY QUESTIONS YOU MAY HAVE. MISSING INFORMATION CAN RESULT IN SERIOUS CONSEQENCES.

IF YOU ARE FILLING THIS WORKSHEET OUT FOR MEDICAID ELIGIBILITY, GUARDIANSHIP, CONSERVATORSHIP, TRUST SETTLEMENT, OR PROBATE, PLEASE FILL IT OUT FROM THE PERSPECTIVE OF THE APPLICANT, INCAPACITATED OR DECEASED PERSON.

ALL INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL.

The ElderCare Law Firm, Inc. ◆ 47 North Main Street, Kaysville, Utah 84037 4001 South 700 East, SLC, Utah 84107 (no mail please)

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Email: Eric@ElderLaw-Info.com

## A. PERSONAL DATA

Primary Person Spouse		
Name:	Name:	
(Print all names as you want them to ap	opear on legal documents)	
Street Address:		
City:	State: Zip:	
Primary Person	Spouse (former if deceased)	
Birth Date:	Birth Date:	
Social Security No.:	Social Security No.:	
U.S. Citizen? Yes □ No □ Veteran? Yes □ No □	U.S. Citizen? Yes □ No □ Veteran? Yes □ No □	
Home Phone:	Marriage Date:	
Mobile Phone:	Mobile Phone:	
E-mail Address:	E-mail Address:	
Date of Death (if deceased):	Date of Death (if deceased):	
Support Person (if applicable): Phone:		
B. MEDICAL DATA (If applicable)		
What is your current health status? ☐ Goo	d □ Concern □ Problem	
Specific Concern/Problem:		
When was your last physical examination?		
What is your spouse's health status? ☐ Go	ood □ Concern □ Problem	
Specific Concern/Problem:		
When was your spouse's last physical examina	ation?	
What is the risk that one of you will need assist	ted living facility or nursing home care soon?	
Please explain:		
Do you currently have a Medicaid case ID n	umber? Yes □ # No □	
If you needed long-term care services, in w	hich states (besides Utah) might you access them?	

## C. CHILDREN/BENEFICIARIES

Name of Child/Beneficiary: Street Address:		
		Zip:
		ne:
		urity Number:
		Transon.
		r:
Name of Child/Beneficiary:		
Street Address:		
		Zip:
		ne:
		urity Number:
		•
		p.
	spouse   adopted   Othe	r:
Name of Child/Beneficiary:		
		Zip:
Home Phone:	Mobile Pho	ne:
		urity Number:
E-mail Address:		
		r:
, ,		
Name of Child/Beneficiary:		
Street Address:		
City:	State:	Zip:
Home Phone:	Mobile Pho	ne:
Date of Birth:	Social Secu	urity Number:
E-mail Address:		
Child of: ☐ joint ☐ yours ☐ :	spouse   adopted   Othe	r:
Name of Child/Beneficiary:		
Street Address:		
		Zip:
		ne:
Date of Birth:	Social Secu	urity Number:
E-mail Address:		
Child of: □ ioint □ vours □ :	spouse □ adopted □ Othe	r:

Are all of these	children/beneficiaries in	good health?	Yes □ No □ Who?
Are any of these children/beneficiaries blind?		blind?	Yes   No  Who?
Are any of these children/beneficiaries disabled?		disabled?	Yes   No  Who?
	children/beneficiaries n of government assist		Yes   No  Who?
Do any of these	children/beneficiaries o	or other family memb	ers have any problems with:
Drugs or Alc Managing M	ohol? Yes □ No □ oney? Yes □ No □	Who? Who?	
Is anyone being	disinherited? Please p	provide name(s) & re	ason:
Which of the fo Revocable Irrevocable Last Will a	e Trust Ind Testament Ower of Attorney	o you <b>currently</b> ha □ Health Care Dire □ HIPAA Release □ Physician's Orde	ectives/Living Will
	r spouse ever filed a Fo		rn? Yes □ No □ of:
<b>F. REFERRAL</b> By Whom Were	You Referred To This	Office?	
			Zip:
Referral is a:	<ul><li>☐ Financial Planner</li><li>☐ Previous Client of</li><li>☐ Social Worker</li></ul>	Your Firm	<ul><li>☐ Attorney</li><li>☐ Doctor</li><li>☐ Other</li></ul>
Mav we have vo	ur permission to send t	hem a thank you ca	rd? Yes □ No □

#### INSTRUCTIONS FOR COMPLETING THE FINANCIAL INFORMATION

GENERAL: This section is designed to help you list all the property that is possibly relevant to your case, how it is titled, and its present value. If there is more property than space allows, you can make a copy of the applicable page before writing on it or contact our office for more pages.

ASSETS: Immediately after the heading for each form of property is a brief explanation of what property you should list under that heading along with abbreviations for different types of assets that fit in that category.

OWNER: How you own your property is extremely important for purposes of properly designing and implementing your plan. For each property category, there is a column titled "Owner." When filling in this column, please use the following abbreviations:

FOR PROPERTY OWNED IN:	DESCRIPTION:	OWNER TITLE:
Your Individual name	If you are unmarried and property is owned just in your name	I
The Husband's Name	If you are married and property is just in Husband's name	Н
The Wife's Name	If you are married and property is just in Wife's name	W
Joint Tenancy (includes joint accounts and joint ownership	If Joint with spouse	JTS
of real estate)	If Joint with someone other than spouse	JTO
Tenancy In Common (common when owning real estate with	If owned with your spouse	TCS
someone other than spouse or between two trusts)	If owned with someone other than your spouse	TCO
Trust	If unmarried If married & Husband's separate If married & Wife's separate If married & Joint If married and unsure	Trust Trust-H Trust-W Trust-J Trust-?
Unknown	If you cannot determine how the property is owned	?

## **CASH ACCOUNTS** □ N/A

	"CA"; Savings Accounts "SA"; Certificate ccounts "MM" & Cash Management Acco		OFFICE USE ONLY
Bank/Credit Union:	Account Type:	Owner:	Rec'd initial
	Phone:		
	Account Balance: \$_		
Are funds electronically transferred	to or from this account? ☐ Yes ☐ No		
Bank/Credit Union:	Account Type:	Owner:	Rec'd initial
Branch Address:	Phone:		
Account No.:	Account Balance: \$_		
Are funds electronically transferred	to or from this account? $\ \square$ Yes $\ \square$ No		
Bank/Credit Union:	Account Type:	Owner:	Rec'd initial
Branch Address:	Phone:		
Account No.:	Account Balance: \$_		
Are funds electronically transferred	to or from this account? $\ \square$ Yes $\ \square$ No		
Bank/Credit Union:	Account Type:	Owner:	Rec'd initial
Branch Address:	Phone:		
Account No.:	Account Balance: \$		
Are funds electronically transferred	to or from this account? ☐ Yes ☐ No		
Bank/Credit Union:	Account Type:	Owner:	Rec'd initial
Branch Address:	Phone:		
Account No.:	Account Balance: \$_		
Are funds electronically transferred	to or from this account? ☐ Yes ☐ No		
Bank/Credit Union:	Account Type:	Owner:	Rec'd initial
Branch Address:	Phone:		
Account No.: Account Balance: \$			
Are funds electronically transferred	to or from this account? ☐ Yes ☐ No		
Bank/Credit Union:	Account Type:	Owner:	Rec'd initial
Branch Address:	Phone:		
Account No.:	Account Balance: \$_		
Are funds electronically transferred	to or from this account? $\ \square$ Yes $\ \square$ No		
	TOTAL:	\$	

#### RETIREMENT ACCOUNTS | N/A

RETIREMENT ACCOUNTS	
(Not for Pension Income such as FERS or TYPE: Profit Sharing "PS"; IRA; Roth IRA; 401(k)	•

OFFICE USE ONLY

Rec'd initial

Company Name:	Plan Type:	Owner:	Rec'd initial
Company Address:			
Account Number:	Beneficiary:	Value: \$	
Are you currently receiving be	enefits/payments from this plan?   □ Yes	□ No	
Company Name:	Plan Type:	Owner:	Rec'd initial
Company Address:			
	Beneficiary:		
Are you currently receiving be	enefits/payments from this plan? □ Yes	□ No	
Company Name:	Plan Type:	Owner:	Rec'd initial
• •			
	Beneficiary:	 Value: \$	
	enefits/payments from this plan? $\Box$ Yes		
	TOTAL:	\$	
<u>BRO</u>	KER-HELD INVESTMENT ACCOUN	<u>TS</u> □ N/A	0
( <u>NOT</u>	IRA, 401(k)'s, 403(b)'s or other Retirer	nent Accounts)	OFFICE USE ONLY
Brokerage Firm:		Owner:	Rec'd initial
Representative/Agent:	F	Phone:	
Account No.:	Account Balance	e: \$	
Are funds electronically transf	ferred to or from this account? $\ \square$ Yes $\ \square$	No	
Brokerage Firm:		Owner:	Rec'd initial
Representative/Agent:	F	Phone:	
Account No.:	Account Balance	e: \$	
Are funds electronically transf	ferred to or from this account? $\ \square$ Yes $\ \square$	No	
Brokerage Firm:		Owner:	Rec'd initial
Representative/Agent:	F	Phone:	
Account No.:	Account Balance	e: \$	
Are funds electronically transf	ferred to or from this account? $\ \square$ Yes $\ \square$	No	
Brokerage Firm:		Owner:	Rec'd initial
Representative/Agent:	F	Phone:	
Account No.:	Account Balance	e: \$	
Are funds electronically transf	ferred to or from this account? $\ \square$ Yes $\ \square$	No	
	TOTAL: \$		

## **STOCKS** □ N/A

Stock certificates (not wit	h brokerage) that you hold and <u>not</u> stoo	cks in private or family business	OFFICE USE ONLY
Stock Name:	No. of Shares:	Owner:	Rec'd initial
Fair Market Value: \$	Transfer Company:		
Address:			
Is this stock pledged as co	ollateral on any loan? ☐ Yes ☐ No		
Stock Name:	No. of Shares:	Owner:	Rec'd initial
Fair Market Value: \$	Transfer Company:		
Address:			
Is this stock pledged as co	ollateral on any loan? ☐ Yes ☐ No		
Stock Name:	No. of Shares:	Owner:	Rec'd initial
Fair Market Value: \$	Transfer Company:		
Address:			
Is this stock pledged as co	ollateral on any loan? □ Yes □ No		
Stock Name:	No. of Shares:	Owner:	Rec'd initial
Fair Market Value: \$	Transfer Company:		
Address:			
Is this stock pledged as co	ollateral on any loan? ☐ Yes ☐ No		
	TO	TAL: \$	
	BONDS   N/A	A	
	s Bonds, Treasury Bonds, Corporate E E A DETAILED LIST OF YOUR BOND	•	OFFICE USE ONLY
Bond Type:	Bond No.:	Owner:	Rec'd initial
Date Purchased:	Maturity Date:	_ Face Value: \$	
Bond Type:	Bond No.:	Owner:	Rec'd initial
Date Purchased:	Maturity Date:	_ Face Value: \$	
Bond Type:	Bond No.:	Owner:	Rec'd initial
Date Purchased:	Maturity Date:	_ Face Value: \$	
Bond Type:	Bond No.:	Owner:	Rec'd initial
Date Purchased:	Maturity Date:	_ Face Value: \$	
Bond Type:	Bond No.:	Owner:	Rec'd initial
	Maturity Date:		
	TOTAL EA	CE VALUE: \$	<u> </u>

## **LIFE INSURANCE** □ N/A

	TYPE: Term, Group Term Life, Whole Life, Universal Life	
Company:	Phone: Owner:	Rec'd initial
	Policy Number:	
	Insured: Beneficiary:	
Face Value: \$	Death Benefit: \$ Cash Value: \$	
Paid UP? ☐ Yes ☐ No	Loan Against Policy? ☐ Yes ☐ No Amount of Loan: \$	
Company:	Phone: Owner:	Rec'd initial
Representative/Agent:	Policy Number:	
Policy Type:	Insured: Beneficiary:	
Face Value: \$	Death Benefit: \$ Cash Value: \$	
Paid UP? ☐ Yes ☐ No	Loan Against Policy? ☐ Yes ☐ No Amount of Loan: \$	
Company:	Phone: Owner:	Rec'd initial
Representative/Agent:	Policy Number:	
Policy Type:	Insured: Beneficiary:	
Face Value: \$	Death Benefit: \$ Cash Value: \$	
Paid UP? ☐ Yes ☐ No	Loan Against Policy? ☐ Yes ☐ No Amount of Loan: \$	
	TOTAL DEATH BENEFIT: \$	
	ANNUITIES   N/A	
	TYPE: Fixed, Deferred, Qualified, Non-Qualified	OFFICE USE ONLY
Company:	Phone: Owner:	Rec'd initial
Representative/Agent:	Type: Roll-over? □ Ye	s □ No
Contract Number:	Contract Date:	
Beneficiary:	Initial Investment: \$ Current Value: \$	
Company:	Phone: Owner:	Rec'd initial
Representative/Agent:	Type: Roll-over? □ Ye	s □ No
Contract Number:	Contract Date:	
Beneficiary:	Initial Investment: \$ Current Value: \$	
	TOTAL CURRENT VALUE: \$	

## **REAL ESTATE** □ N/A

If owned in part	tnership, corporation, LLC, etc., include in value of entity and do not list here	OFFICE USE ONLY
Property Address:	Owner:	Rec'd initial
	Year Purchased: Price: \$ Value: \$	
Type: □ Primary R	esidence   Second Home  Cabin  Rental Property  Business  Land	
Lender, if any:	Amount Owed: \$	
Insurance Carrier:	Representative:	
Phone:	Policy No.: PLEASE PROVIDE DEED	
Property Address:	Owner:	Rec'd initial
	Year Purchased: Price: \$ Value: \$	
	esidence   Second Home Cabin Rental Property Business Land	
Lender, if any:	Amount Owed: \$	
	Representative:	
Phone:	Policy No.: PLEASE PROVIDE DEED	
Property Address:	Owner:	Rec'd initial
	Year Purchased: Price: \$ Value: \$	
	esidence  Second Home Cabin Rental Property Business Land	
	Amount Owed: \$	
	Representative:	
	Policy No.: PLEASE PROVIDE DEED	
	TOTAL: \$	
	MOTOR VEHICLES   N/A	
Anything with	a title, i.e. automobiles; motorcycles; motor homes; boats; snowmobiles; etc.	OFFICE USE ONLY
Туре:	Year, Make, Model: Owner:	Rec'd initial
Primary Driver:	Lender, if any:	
Lien Amount: \$	Value: \$ ☐ Estimated Value ☐ Book Value	
Type:	Year, Make, Model: Owner:	Rec'd initial
Primary Driver:	Lender, if any:	
Lien Amount: \$	Value: \$ ☐ Estimated Value ☐ Book Value	
Type:	Year, Make, Model: Owner:	Rec'd initial
	Lender, if any:	
Lien Amount: \$	Value: \$ □ Estimated Value □ Book Value	
L	TOTAL: \$	<u> </u>

	SOLE PROPRIETORSHIPS	OFFICE USE ONLY
Name of Business:	Owner:	Rec'd initial
Business Description:		
Is this a Professional Busin	ness? ☐ Yes ☐ No Does Business Own Real Estate? ☐ Yes ☐ No	
Business Insurance Agent:	Phone:	
Business Value: \$	Does this include Real Estate Value? ☐ Yes ☐ No	
CORF	PORATE BUSINESS INTERESTS   N/A	
	Privately-owned stock (non-publicly traded)	OFFICE USE ONLY
Company Name:	Owner:	Rec'd initial
Description:		
Number of Shares:	Ownership %: Total Value: \$	
Buy/Sell Agreement? ☐ Ye	es □ No   Is this an S Corporation? □ Yes □ No	
Is this a Medical, Legal or o	other Professional Corporation?   Yes   No	
	PARTNERSHIP & LLC INTERESTS    N/A	
	General and limited partnerships.	OFFICE USE ONLY
Name of Partnership:	Owner:	Rec'd initial
	Is this a Professional Partnership? ☐ Yes ☐ No	
Entity Type:   General Pa	rrtnership □ Limited Partnership □ Limited Liability Company	
Buy/Sell Agreement?   Ye	es   No Who holds Partnership Papers?	
Address:	Phone:	
Name of General or Manag	ging Partner: Partnership Value: \$	
MOI	RTGAGES, NOTES & OTHER RECEIVABLES   N/A	
	Money owed to you.	OFFICE USE ONLY
Name of Debtor:	Owner:	Rec'd initial
Original Amount: \$	Current Amount: \$	
Collateral Note? ☐ Yes ☐	No Reason for Debt:	

### ANTICIPATED INHERITANCE, GIFT OR LAWSUIT JUDGMENT □ N/A Gifts or inheritances you expect to receive in the future; money you anticipate OFFICE receiving through a judgment or settlement of a lawsuit. USE ONLY Rec'd initial Type: \_\_\_\_\_ From Who: \_\_\_\_\_ Anticipated Value: \$\_\_\_\_\_ Owner: \_\_\_\_ Description: Attorney & Address: \_\_\_\_\_ **PERSONAL PROPERTY** N/A Jewelry, art work, collections, furs, antiques, tools, etc., with a minimum value of \$1,000 OFFICE or substantial sentimental value or a bequest you intend to make USE ONLY Rec'd initial Will This Be a Gift Or Bequest? ☐ Yes ☐ No To Who? \_\_\_\_\_ Type: \_\_\_\_\_ Owner: \_\_\_\_\_ Will This Be a Gift Or Bequest? ☐ Yes ☐ No To Who? Rec'd initial Type: Value: \$ Owner: Will This Be a Gift Or Bequest? ☐ Yes ☐ No To Who? TOTAL: \$ OTHER ASSETS □ N/A OFFICE Other property that does not fit into any other category listed in this information packet. USE ONLY Rec'd initial Type: \_\_\_\_\_ Value: \$\_\_\_\_\_ Owner: \_\_\_\_

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TOTAL: \$

Type: Value: \$ Owner:

In filling out this worksheet, I understand that The ElderCare Law Firm will rely	on the
information contained herein and that it is my responsibility to provide accurate and co	omplete
information. To the extent that information is missing or inaccurate, I hold the law firm ha	armless
for the resulting consequences.	

	DATED this	day of		, 20	
Signature			Signature		
Printed Nam	e		Printed Name		

## LONG-TERM CARE ADDENDUM

□ N/A

# Please complete this section only if you are intending to access long-term care services in the near future.

**A.** MONTHLY INCOME: Do not include interest and dividend income here. Generally, please list **gross amounts** before any withdrawals for federal income taxes, health insurance, or any other reason.

Primary Person's Monthly Income	Spouse's Monthly Income	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
\$	\$	
e divide annual exper	nses by 12 and	
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
	Monthly Income  \$ \$ \$ \$ \$ \$ e divide annual exper  \$ \$ \$ \$ \$ \$ \$	

## Food: Medical (not items listed in D): Clothing: Transportation (including auto insurance): Home Maintenance: Life Insurance Premiums: Medicare Premium Other Health Insurance Premiums: \$\_\_\_\_\_ Television: Federal and State Income Taxes: Other: **Total Monthly Non-Shelter Living Expenses:** D. **MONTHLY COST OF NURSING HOME / ALF (if applicable)** Monthly Nursing Home / ALF Cost: Monthly Prescription Cost: Monthly Incontinent Cost: Monthly Other Cost: \$\_\_\_\_\_ **Total Monthly Cost:** The facility is paid through \_\_\_\_\_ (date) and holds a deposit of \$\_\_\_\_\_. Do you anticipate any changes to the above figures in the future? If so, please describe: E. GIFTS: Please list any gifts beyond modest Christmas, birthday, etc. you have made in the last five years Recipient: \_\_\_\_\_ Date: \_\_\_\_\_ Amount \$\_\_\_\_\_ Recipient: \_\_\_\_\_ Date; \_\_\_\_\_ Amount \$\_\_\_\_\_ Recipient: \_\_\_\_\_ Date: \_\_\_\_\_ Amount \$\_\_\_\_\_ Recipient: \_\_\_\_\_ Date: \_\_\_\_\_ Amount \$\_\_\_\_\_ Recipient: \_\_\_\_\_ Date: \_\_\_\_\_ Amount \$\_\_\_\_\_

**MONTHLY NON-SHELTER LIVING EXPENSES** 

C.



#### HOME OF THE SENIOR FRIENDLY ESTATE PLAN

**Providing Services** 

In

ESTATE PLANNING, MEDICAID PLANNING, VETERAN'S BENEFITS, PROBATE & TRUST ADMINISTRATION, GUARDIANSHIPS & CONSERVATORSHIPS

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