JULIAN GRAY ASSOCIATES

ELDER LAW ♦ ESTATE & DISABILITY PLANNING

AVOID MISTAKES. PROTECT ASSETS.

# RETIREMENT PLANNING QUESTIONNAIRE

(PLEASE COMPLETE THIS PACKET IN INK)

***This information packet must be returned to us at least three days prior to your meeting*** (this will ensure we have enough time to understand the specifics of your situation before our meeting). If you need assistance completing the information, call our Client Relations Manager, Courtney Bachik, at (412-458-6000).

DON'T WORRY ABOUT TOTAL ACCURACY – JUST DO THE BEST YOU CAN

WE LOOK FORWARD TO SEEING YOU!!!

**ALL INFORMATION PROVIDED IS STRICTLY CONFIDENTIAL**

---

**Julian Gray Associates**
954 Greentree Road
Pittsburgh, PA 15220
Phone: 412-458-6000
Fax: 412-458-6015

www. GrayElderLaw.com

**RETIREMENT PLANNING QUESTIONNAIRE**
**(MARRIED)**

**PLEASE BE AWARE** no attorney client relationship has been formed by completing or not completing this questionnaire. If we do not receive your completed questionnaire within **thirty (30) days** from the date of receipt, we will close your file and Julian Gray Associates will take no further action on this matter.

Today's Date _____

**This form is extremely important. Your accuracy and completeness in responding will help us to assess your situation.**

## A. PERSONAL DATA

**(Husband)** **(Wife)**

Full Name _____ Full Name _____

Street Address _____

City _____County:_____ State _____ Zip_____

Telephone Number: _____ Email _____

**(Husband)** **(Wife)**

Birth Date _____ Birth Date _____

Social Security No. _____ Social Security No. _____

U.S. Citizen? Yes ☐ No ☐ U.S. Citizen? Yes ☐ No ☐

Veteran? Yes ☐ No ☐ Veteran? Yes ☐ No ☐

Date of Discharge: _____ Date of Discharge: _____

## B. MEDICAL DATA

### 1. PHYSICIAN

Full Name of **Husband's** Primary Physician _____

Street Address _____

City _____ State _____ Zip _____

Full Name of **Wife's** Primary Physician _____

Street Address _____

City _____ State _____ Zip _____

| | | | | | |
|---|---|---|---|---|---|
| HLE | | | CLR | CAV | FMV |
| WLE | | | OFFICE | | |
| CLR | CAV | FMV | CASE TYPE | | |

**2. STATE PHARMACEUTICAL PLAN**

Are you currently on PACE or any other state pharmaceutical plan? Yes ☐ No ☐

**C. MONTHLY INCOME**

Do not include interest and dividend income on this form.

| | Husband's Monthly Income | Wife's Monthly Income |
|---|---|---|
| Social Security Benefits (include Medicare Part B Deduction, if applicable) | $_____ | $_____ |
| Retirement Benefits (Gross) | $_____ | $_____ |
| Veterans Disability Income | $_____ | $_____ |
| Annuity Income | $_____ | $_____ |
| Rental Income | $_____ | $_____ |
| Other Income | $_____ | $_____ |
| **TOTAL MONTHLY INCOME** | $_____ | $_____ |

If there is a pension, please list the **gross pension amount**, including any monies taken out for federal income taxes, health insurance, or any other reason.

Could this pension amount increase in the future? Yes ☐ No ☐

**D. MONTHLY SHELTER EXPENSES**

*(Please divide annual expenses by 12 and quarterly expenses by 3)*

| | |
|---|---|
| Rent/Mortgage | $_____ |
| Real Estate Taxes | $_____ |
| Homeowner's insurance premium | $_____ |
| Condominium /Homeowner Assoc. fees | $_____ |
| **Total Monthly Housing Expenses** | $_____ |

**E. MONTHLY NON-SHELTER LIVING EXPENSES**

Please list any significant monthly non-shelter living expenses not disclosed in E above:

_____

_____

## F. GIFTS

Have you made gifts in excess of $500 in any one month to an individual or group of individuals, or transfer any funds to an individual or group of individuals, within the past 60 months, or to a trust within the past 60 months or were names removed from any bank, investment or financial accounts held jointly with another individual? Yes ☐ No ☐

If yes, list below:

Recipient _____ Date _____ Amount _____

Recipient _____ Date _____ Amount _____

Recipient _____ Date _____ Amount _____

Recipient _____ Date _____ Amount _____

Have you ever filed a Federal Gift Tax Return? Yes ☐ No ☐

If so, for what calendar year(s)? _____

## G. LIFE INSURANCE

**Name of Insurance Company** _____ Policy #_____

Street Address _____

City _____ State _____ Zip _____

Type of Policy _____ Owner _____

Insured _____ Beneficiary _____

Death Benefit: $_____ Face Value $_____ Cash Value $_____

**Name of Insurance Company** _____ Policy #_____

Street Address _____

City _____ State _____ Zip _____

Type of Policy _____ Owner _____

Insured _____ Beneficiary _____

Death Benefit: $_____ Face Value $_____ Cash Value $_____

**Name of Insurance Company** _____ Policy #_____

Street Address _____

City _____ State _____ Zip _____

Type of Policy _____ Owner _____

Insured _____ Beneficiary _____

Death Benefit: $_____ Face Value $_____ Cash Value $_____

**H. LONG TERM CARE INSURANCE**

**Name of Insurance Company** _____ Policy #_____

Street Address _____

City _____ State _____ Zip _____

Type of Policy _____ Owner _____

Insured _____ Is spouse also insured under the policy? Yes ☐ No ☐

Beneficiary _____

Daily Rate: $_____ Maximum Payment $_____ Duration of Policy _____

**I. CHILDREN** (if applicable, including adult children)

**Check this box if you have No living Children (adult or minor).** ☐

**Name of Child** _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ E-mail Address _____

Date of Birth _____ Married?_____ Children? _____

**Name of Child** _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ E-mail Address _____

Date of Birth _____ Married? _____ Children? _____

**Name of Child** _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ E-mail Address _____

Date of Birth _____ Married? _____ Children? _____

**Name of Child** _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ E-mail Address _____

Date of Birth _____ Married? _____ Children? _____

**Name of Child** _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ E-mail Address _____

Date of Birth _____ Married? _____ Children? _____

Does the Husband have any children by a previous marriage? Yes ☐ No ☐
Does the Wife have any children by a previous marriage? Yes ☐ No ☐
Are all of your children in good health? Yes ☐ No ☐
Are any of your children blind? Yes ☐ No ☐
Are any of your children disabled? Yes ☐ No ☐

Are any of your children receiving government benefits such as Social Security disability, SSI, Medicaid or Veteran's Benefits? If so, please specify. Yes ☐ _____ No ☐

Do any of your family members have any problems with:

Drug Addiction? Yes ☐ No ☐
Alcoholism? Yes ☐ No ☐
Spendthrift? Yes ☐ No ☐

Do any of your children live with you in your home? Yes ☐ No ☐
If yes, name of child _____

Does a sibling live in your home with you? Yes ☐ No ☐
If yes, name of sibling _____

Is anyone in your immediate or extended family disabled (including any spouses of your children): Yes ☐ No ☐
If yes, name of disabled family member _____

## J. PARENTS

Does the Husband have living parents? Yes ☐ No ☐

If yes, please check the applicable boxes:

| | | | |
|---|---|---|---|
| Mother | ☐ | Father | ☐ |
| PA Resident? | ☐ | PA Resident? | ☐ |
| Age? | _____ | Age? | _____ |

Does the Wife have living parents? Yes ☐ No ☐

If yes, please check the applicable boxes:

| | | | |
|---|---|---|---|
| Mother | ☐ | Father | ☐ |
| PA Resident? | ☐ | PA Resident? | ☐ |
| Age? | _____ | Age? | _____ |

## K. YOUR ADVISORS: Name Telephone No.

| | | |
|---|---|---|
| Accountant | _____ | _____ |
| Life Insurance Agent | _____ | _____ |
| Investment Advisor | _____ | _____ |
| Other Attorney | _____ | _____ |
| Other Consultant or Advisor | _____ | _____ |

## L. CURRENT ESTATE PLAN

**HUSBAND** – Do you have any of the following estate planning documents?

Last Will & Testament Yes ☐ No ☐

Financial/General Durable Power of Attorney Yes ☐ No ☐ if yes, Agent: _____

Healthcare Power of Attorney/Living Will Yes ☐ No ☐ if yes, Agent: _____

Trusts Yes ☐ No ☐

If yes, name of Trust: _____

☐ I do not have any of the types of documents listed above.

**WIFE** – Do you have any of the following estate planning documents?

Last Will & Testament Yes ☐ No ☐

Financial/General Durable Power of Attorney Yes ☐ No ☐ if yes, Agent: _____

Healthcare Power of Attorney/Living Will Yes ☐ No ☐ if yes, Agent: _____

Trusts Yes ☐ No ☐

If yes, name of Trust: _____

☐ I do not have any of the types of documents listed above.

## M. SAFE DEPOSIT BOX

Do you have a Safe Deposit Box? Yes ☐ No ☐
If yes, please provide name of bank where it is located: _____

## N. MISCELLANEOUS

Do you have an irrevocable burial account? Yes ☐ No ☐

Do you own a cemetery plot or crypt? Yes ☐ No ☐

Do you own a firearm? Yes ☐ No ☐

Do you have a gun trust? Yes ☐ No ☐

Do you have a Medigap (supplemental health insurance) policy? Yes ☐ No ☐

If yes, please list the name of the provider and monthly premium _____

Do you have any other legal issues which we should be aware of: Yes ☐ No ☐

If yes, please explain _____

_____

## O. REFERRAL

By whom were you referred to this office?

Name _____

Street Address _____

City _____ State _____ Zip _____

Have you visited our Website? Yes ☐ No ☐

Do you have any ideas for improving our Website? If so, please discuss.

_____

## P. CERTIFICATION

The undersigned hereby represents to Gray Elder Law, LLC, and each of its attorneys that the information contained in this intake form is accurate and complete, and that the undersigned understands that the law firm and its individual lawyers will rely on this information. I understand that if the information contained herein is inaccurate or incomplete, the recommendations made by the law firm may not be appropriate.

Signature of Client or Client Representative:

_____

**Although reasonable value approximations are acceptable, it is important to be certain of the identity of <u>all</u> assets and <u>how they are owned or titled</u>. This Questionnaire provides for identification of assets as owned solely by wife, solely by husband, or as co-owned (either with a spouse or with another).**

## ASSETS/LIABILITIES

**Please insert the value of each asset/liability in the appropriate space.**

| ASSETS | HUSBAND | WIFE | JOINT | LIABILITIES |
|---|---|---|---|---|
| Personal Effects/Household Items | $ | $ | $ | $ |
| Automobile | $ | $ | $ | $ |
| Checking Account | $ | $ | $ | $ |
| Savings Account | $ | $ | $ | $ |
| Money Market Account | $ | $ | $ | $ |
| Certificates of Deposit | $ | $ | $ | $ |
| Residence (Assessed Value)<br>Block #_____ Lot #_____<br>(Obtain from Tax Bill) | $ | $ | $ | $ |
| Other Real Estate | $ | $ | $ | $ |
| Additional Automobiles | $ | $ | $ | $ |
| Mutual Funds | $ | $ | $ | $ |
| Stocks | $ | $ | $ | $ |
| Bonds | $ | $ | $ | $ |
| Annuities | $ | $ | $ | $ |
| Cash Value - Life Insurance | $ | $ | $ | $ |
| IRA | $ | $ | $ | $ |
| Nursing Home Deposit | $ | $ | $ | $ |
| Other | $ | $ | $ | $ |
| Other | $ | $ | $ | $ |
| **TOTALS** | $ | $ | $ | $ |

What did you pay for your current home including any improvements? $_____
Do you own any real property <u>other</u> than personal residence: _____
Address:_____