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**PROBATE ADMINISTRATION QUESTIONNAIRE**

A. Decedent’s Personal Information.

1. Full Legal Name:
2. Date of death:
3. Date of Birth:
4. Social Security Number:
5. Address (include county):
6. Occupation:

B. Personal Representative.

1. Full legal Name:
2. Address (including county):
3. Telephone Number:
4. Date of Birth:
5. Social Security Number:
6. Email Address (if applicable):

C. Spouse.

1. Surviving Spouse:
	1. Full Legal Name:
	2. Address (including county):
	3. Telephone Number:
	4. Age:
	5. Date of Birth:
	6. Social Security Number:
	7. U.S. Citizen?
2. Pre-deceased Spouse:
	1. Full Legal Name:
	2. Date of Death:
	3. Place of Death:
	4. Social Security Number:
3. Did decedent, surviving spouse or predeceased spouse ever receive Medicaid or any other state assistance? Yes/No (circle one)
	1. If yes, name of person who received benefits:

D. Children/Other Beneficiaries

1. Child 1:
	1. Full Legal Name:
	2. Address:
	3. Telephone Number:
	4. Date of Birth:
	5. Social Security Number:
	6. Child of?
	7. Married?
		1. If so, spouses name:
	8. Grandchildren (yes/no)?
		1. If so, how many?
2. Child 2:
	1. Full Legal Name:
	2. Address:
	3. Telephone Number:
	4. Date of Birth:
	5. Social Security Number:
	6. Child of?
	7. Married?
		1. If so, spouses name:
	8. Grandchildren (yes/no)?
		1. If so, how many?
3. Child 3:
	1. Full Legal Name:
	2. Address:
	3. Telephone Number:
	4. Date of Birth:
	5. Social Security Number:
	6. Child of?
	7. Married?
		1. If so, spouses name:
	8. Grandchildren (yes/no)?
		1. If so, how many?
4. Child 4:
	1. Full Legal Name:
	2. Address:
	3. Telephone Number:
	4. Date of Birth:
	5. Social Security Number:
	6. Child of?
	7. Married?
		1. If so, spouses name:
	8. Grandchildren (yes/no)?
		1. If so, how many?
5. Other Beneficiary 1:
	1. Full Legal Name:
	2. Address:
	3. Telephone Number:
	4. Date of Birth:
	5. Social Security Number:
	6. Child of?
	7. Married?
		1. If so, spouses name:
	8. Grandchildren (yes/no)?
		1. If so, how many?
6. Other Beneficiary 2:
	1. Full Legal Name:
	2. Address:
	3. Telephone Number:
	4. Date of Birth:
	5. Social Security Number:
	6. Child of?
	7. Married?
		1. If so, spouses name:
	8. Grandchildren (yes/no)?
		1. If so, how many?
7. Other Beneficiary 3:
	1. Full Legal Name:
	2. Address:
	3. Telephone Number:
	4. Date of Birth:
	5. Social Security Number:
	6. Child of?
	7. Married?
		1. If so, spouses name:
	8. Grandchildren (yes/no)?
		1. If so, how many?
8. Other Beneficiary 4:
	1. Full Legal Name:
	2. Address:
	3. Telephone Number:
	4. Date of Birth:
	5. Social Security Number:
	6. Child of?
	7. Married?
		1. If so, spouses name:
	8. Grandchildren (yes/no)?
		1. If so, how many?

\*If there are additional beneficiaries, please attach an additional page with the above requested information for each additional beneficiary.

E. Financial Information of Decedent

1. Real Estate: **Please provide copies of all real estate deeds and most recent tax bills.**
	1. Type of real estate:
		1. Address:
		2. Title:
		3. Value:
		4. Estimated Land Area:
		5. Parcel Number:
	2. Type of real estate:
		1. Address:
		2. Title:
		3. Value:
		4. Estimated Land Area:
		5. Parcel Number:

\*If there are additional real estate, please attach an additional page with the above requested information for each.

1. Cash Accounts: **Please provide any bank account statements, and beneficiary information, if applicable**.
	1. Type of Account:
		1. Account Number:
		2. Title:
		3. Value:
		4. Institution:
		5. Address:
		6. Phone:
	2. Type of Account:
		1. Account Number:
		2. Title:
		3. Value:
		4. Institution:
		5. Address:
		6. Phone:
	3. Type of Account:
		1. Account Number:
		2. Title:
		3. Value:
		4. Institution:
		5. Address:
		6. Phone:

\*If there are additional cash accounts, please attach an additional page with the above requested information for each.

1. Securities: **Please provide any investment account statements, and beneficiary information, if applicable.**
	1. Type of Account:
		1. Account Number:
		2. Title:
		3. Value:
		4. Institution:
		5. Address:
		6. Phone:
	2. Type of Account:
		1. Account Number:
		2. Title:
		3. Value:
		4. Institution:
		5. Address:
		6. Phone:
	3. Type of Account:
		1. Account Number:
		2. Title:
		3. Value:
		4. Institution:
		5. Address:
		6. Phone:

\*If there are additional investment accounts, please attach an additional page with the above requested information for each.

1. Retirement Accounts: **Please provide any applicable statements, and beneficiary information, if applicable.**
	1. Type of Account:
		1. Account Number:
		2. Title:
		3. Value:
		4. Institution:
		5. Address:
		6. Phone:
	2. Type of Account:
		1. Account Number:
		2. Title:
		3. Value:
		4. Institution:
		5. Address:
		6. Phone:
	3. Type of Account:
		1. Account Number:
		2. Title:
		3. Value:
		4. Institution:
		5. Address:
		6. Phone:

\*If there are additional retirement accounts, please attach an additional page with the above requested information for each.

1. Life Insurance: **Please provide any policy statements and beneficiary information, if applicable.**
	1. Name of Company:
		1. Policy Number:
		2. Address:
		3. Policy Owner:
		4. Agent:
		5. Death Benefit Amount:
	2. Name of Company:
		1. Policy Number:
		2. Address:
		3. Policy Owner:
		4. Agent:
		5. Death Benefit Amount:
	3. Name of Company:
		1. Policy Number:
		2. Address:
		3. Policy Owner:
		4. Agent:
		5. Death Benefit Amount:

\*If there are additional policies, please attach an additional page with the above requested information for each.

1. Annuities: **Please provide any statements and beneficiary information, if applicable.**
	1. Name of Company:
		1. Policy Number:
		2. Address:
		3. Owner:
		4. Agent:
		5. Value:
	2. Name of Company:
		1. Policy Number:
		2. Address:
		3. Owner:
		4. Agent:
		5. Value:
	3. Name of Company:
		1. Policy Number:
		2. Address:
		3. Owner:
		4. Agent:
		5. Value:

\*If there are additional annuities, please attach an additional page with the above requested information for each.

1. Motor Vehicles: **Please bring original title(s).**
	1. Make:
		1. Model:
		2. Year:
		3. Color:
		4. VIN:
		5. Title:
		6. Market Value:
	2. Make:
		1. Model:
		2. Year:
		3. Color:
		4. VIN:
		5. Title:
		6. Market Value:
2. Any Other Assets/Personal Valuables: **Include item, title, market value and lien amount.**
	1.
	2.
	3.
3. Liabilities: **Include creditor, and lien amount.**
	1.
	2.
	3.

**Items to Bring to Probate Administration Initial Consultation**

1. Decedent’s Last Will and Testament, need original (if applicable).
2. Decedent’s Revocable Trust/Irrevocable Trust (if applicable).
3. Death Certificate, certified copies.
4. Copy of obituary.
5. Names, addresses, and SSN’s of all beneficiaries under the Will; if there are minors who are beneficiaries, need their DOB.
6. Names and addresses of the decedents nearest living relatives.
7. All financial information referenced above\*.
8. Copy of prior year’s federal and state income tax returns.
9. If decedent was a beneficiary of any Trusts, a copy of such Trusts.
10. Copy of gift tax returns, if applicable.
11. A list of all beneficiary designation assets.
12. If decedent was a membership of any partnerships or had any existing rights under a contract, please bring copies.
13. List of outstanding debts.