

DATE \_\_\_\_\_

**PLANNING QUESTIONNAIRE**

*This questionnaire will be a starting point for our interview, where we will discuss any additional necessary information.*

**SECTION I. PERSONAL INFORMATION**

1.	Name of Client:		Citizenship:	
	Date of Birth:		Marital Status:	
	Home			
	Address:		County:	
	City, State, Zip:			
	Telephone No.		Email:	
	Currently Residing at (other than home):			
	Address:			
	City, State, Zip:			
	Telephone No.:		County:	

2.	Name of Spouse / Significant Other (circle one):			
	Date of Birth:		Marital Status:	
	Address:		County:	
	City, State, Zip:			
	Telephone No.		Email:	

3.	Name of Friend / Other Relative / Contact Person who meeting with and/or brought in client (circle one):			
	Date of Birth:		Marital Status:	
	Address:			
	City, State, Zip:			
	Telephone No.:		County:	
	Email:			

**CHILDREN (Living and Deceased)**

	1	2	3	4
Name:				
Address:				
City:				
State, Zip:				
Telephone:				
Date of Birth:				
Marital Status:				
Email:				

**SECTION II. FINANCIAL INFORMATION**

*ASSETS (include real property, vehicles, cash on hand, bank and brokerage accounts, certificates of deposit, savings bonds, retirement accounts, deferred compensation, etc.) (If more space required, please use the back of this form.)*

	<i>Description</i>	<i>Owner</i> <i>(self, husband, wife, joint, trust)</i>	<i>Value</i> \$
1.	Real Property		
2.	Real Property		
3.	Vehicle		
4.	Vehicle		
5.	Cash on Hand		
6.	Checking Account		
7.	Checking Account		
8.	Savings Account		
9.	Savings Account		
10.	Certificate of Deposit		
11.	Certificate of Deposit		
12.	Savings Bonds (combined total)		
13.	Brokerage / Investment Account		
14.	Brokerage / Investment Account		
15.	IRA Account		
16.	IRA Account		
17.	Deferred Compensation		
18.	Other		
19.	Other		
20.	Other		

***ANNUITIES AND LIFE INSURANCE POLICIES***

	<i>Description</i> <i>(Company and Life Ins or Annuity)</i>	<i>Owner</i> <i>(self, husband, wife, joint, trust)</i>	<i>Face Value</i> \$	<i>Cash Value</i> \$
1.				
2.				
3.				
4.				
5.				
6.				

**LIABILITIES**

	<i>Description</i>	<i>Owner</i> <i>(self, husband, wife, joint, trust)</i>	<i>Value</i> \$
1.	Mortgage		
2.	Mortgage		
3.	Home Equity Loan		
4.	Home Equity Loan		
5.	Loan on Vehicle		
6.	Loan on Vehicle		
7.	Other		

**INCOME**

	<i>Description</i>	<i>Owner</i> <i>(self, husband, wife, joint, trust)</i>	<i>Gross Monthly</i> <i>Income</i> \$
1.	Social Security		
2.	Social Security		
3.	Pension		
4.	Pension		
5.	Annuity		
6.	Annuity		
7.	Employment		
8.	Employment		
9.	Other		

**GIFTING** (list any gifts of \$1,000 or more that was made by self, husband and/or wife, or by the trust within the last five years).

	<i>Date</i>	<i>Recipient</i>	<i>Reason</i>	<i>Amount</i> \$	<i>Gift Tax</i> <i>Return Filed?</i>
1.					
2.					
3.					
4.					
5.					
6.					

**SECTION III. OTHER INFORMATION**

- 1. Do you have irrevocable pre-paid funeral contracts?  Yes  No
- 2. Are you a wartime veteran or surviving spouse of a wartime veteran?  WWII  Korea  
 Vietnam  Gulf
- 3. If receiving skilled nursing care, is Medicare paying?  Yes  No  
If yes, When does the 100 days expire? \_\_\_\_\_  
Is there private medical insurance coverage such as Medigold, AARP, etc?  Yes  No  
 Yes  No
- 4. Do you have long-term care insurance? If yes, how many years of coverage? \_\_\_\_\_
- 5. If married, provide past dates of entering and leaving a hospital and nursing home, and the name of each institution

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- 6. If not currently institutionalized, when is that expected to occur?
- 7. Is it likely that the patient will return home?  Yes  No
- 8. Is a family member living in the patient's home?  Yes  No  
If so, name and relationship of that person: \_\_\_\_\_
- 9. What are the expectations of selling the home? \_\_\_\_\_

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- 10. Has a Medicaid Application ever been filed?  Yes  No  
If so, when? \_\_\_\_\_

***WHAT YOU NEED TO BRING TO THE INITIAL MEETING***

- This Planning Questionnaire - completed
- Estate Planning Documents (such as trust agreement, will, and durable financial power of attorney)
- Real property (deed, tax bill, and mortgage statement)
- Annuity and life insurance policies
- Current bank and brokerage account statements
- Federal tax returns for the last two years

## **DIRECTIONS TO LAW OFFICE OF RICHARD TAPS**

**713 S. FRONT STREET  
COLUMBUS, OHIO 43206  
(614) 443-8000**

### **FROM THE NORTH SIDE**

Take 71 South and exit at Greenlawn Ave., which is south of the downtown area. Turn left onto Greenlawn Ave. Take Greenlawn Ave. to Front St. Turn left onto Front St. (There is a traffic light at this intersection.) Travel north on Front St. Our office is located at 713 S. Front St., which is on the left-hand side of the street. Turn into the driveway and park in the rear of the building. The main entrance is located on the north side of the building.

### **FROM THE NORTHEAST SIDE**

Take 670 West to 71 South. Exit at Greenlawn Ave., which is south of the downtown area. Turn left onto Greenlawn Ave. Take Greenlawn Ave. to Front St. Turn left onto Front St. (There is a traffic light at this intersection.) Travel north on Front St. Our office is located at 713 S. Front St., which is on the left-hand side of the street. Turn into the driveway and park in the rear of the building. The main entrance is located on the north side of the building.

### **FROM THE EAST SIDE**

Take 70 West to the Downtown/Fourth St. exit. The exit ramp will turn into Fulton St. Go to the third light and turn left onto S. High St. Travel S. High St. until you come up to Sycamore. (There is a traffic light at this intersection.) Make a right onto Sycamore until you come to Front St. At this traffic light/intersection, make a left-hand turn. Our office is located at 713 S. Front St., which is on the right-hand side of the street. Turn into the driveway and park in the rear of the building. The main entrance is located on the north side of the building.

### **FROM THE SOUTH SIDE**

Take 71 North to the Greenlawn Ave. exit. Turn right onto Greenlawn Ave. Take Greenlawn Ave. to Front St. Turn left onto Front St. (There is a traffic light at this intersection.) Travel north on Front St. Our office is located at 713 S. Front St., which is on the left-hand side of the street. Turn into the driveway and park in the rear of the building. The main entrance is located on the north side of the building.

### **FROM THE WEST SIDE**

Take 70 East to the Front St./High St. exit. At the top of the ramp, move to your right and make a right-hand turn onto S. Front St. (the first street). Travel south on Front St. Our office is located at 713 S. Front St., which is on the right-hand side of the street. Turn into the driveway and park in the rear of the building. The main entrance is located on the north side of the building.

