LIEB, CODY & CO. CPAs, INC.

CertifiedPublicAccountants

Michael C. Cody, CPA, MBT
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Members
American Institute of
Certified Public
Accountants

December 31, 2020

Recently there have been changes in the Estate Planning Environment. In order to better serve your tax and estate planning needs, it would be helpful for us to understand your existing estate plan and current net worth.

For 2020 we have enclosed a basic questionnaire (see attached) to help gather data relating to your estate plan and the various assets and liabilities you currently carry.

Please complete the questionnaires to the best of your ability. Your best estimates are fine. There are no wrong answers! If you should have any questions, please do not hesitate to contract our office. We are here to serve you.

Very truly yours,

Michael C. Cody, CPA MBT

25550 Hawthorne Blvd, Ste. 100, Torrance, CA 90505 • (310) 378-1248 • Fax: (310) 375-9282

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Client

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Date

DOCUMENTS TO BE ATTACHED

		Attached or N/A	To be Provided Later
1.	Existing wills of both spouses	☐	☐
2.	Durable powers of attorney, living wills, and medical directives	☐	☐
3.	Gift tax returns filed by either spouse (if not prepared by our office)	☐	☐
4.	Life insurance policies	☐	☐
5.	Pension, profit-sharing, stock bonus, or deferred compensation plans. Also, Keogh plans, traditional IRAs, Roth IRAs, SEP plans, and SIMPLE plans.	☐	☐
6.	Buy/sell or stock redemption agreements	☐	☐
7.	Trust instruments	☐	☐
8.	Business agreements and documents regarding interests in corporations, partnerships, limited liability companies, and sole proprietorships	☐	☐
9.	Pre- or postnuptial agreements, separation agreements, and divorce papers	☐	☐
10.	Instruments showing the basis of assets held	☐	☐
11.	Instruments creating spouses' joint tenancies, tenancies by the entireties, or separate property in community property states	☐	☐
12.	The will and trusts of a predeceased spouse	☐	☐

ADVISERS

Attorney:

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Stockbroker/Investment Adviser:

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Executor or Personal Representative:

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Life Insurance Adviser:

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Client

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Date

ASSET INVENTORY

ASSETS		LIABILITIES	
Cash on Hand & in Banks	$	Credit Cards	$
Savings Accounts		Mortgage on Personal Residence	
IRA or Other Retirement Acct		Mortgages on Other Real Estate	
Life Insurance-Cash Surrender Value		Unpaid Taxes	
Stocks, Bonds, Mutual Funds		Other Liabilities (List Below)	
Partnerships and Other Investments			
Residence			
Other Real Estate			
Automobiles			
Other Personal Property			
Other Assets (List below)			

Name/phone number of closest living relative/emergency contact:______________________________