

EVANS & DAVIS

Confidential

Trust Administration Intake Form



Dear Client,

Please accept our condolences for the loss of your loved one. Thank you for placing your trust in our Firm and allowing our attorneys to assist in your trust administration needs.

Please complete the attached Trust Administration Intake Form as thoroughly as possible. The information you provide allows us to assess your specific needs and create a comprehensive plan that protects your business and assets.

Once you have completed the form, please return it to our office via mail, e-mail, or facsimile. If you have not done so already, please schedule an appointment with our firm to review specific information relating to your business. You may contact us at our toll free number at (866) 708-2335 or by e-mail at attorneys@evansdavis.com. Please return the completed form at least three (3) business days prior to your scheduled meeting.

Please note that all information you share with our Firm will remain confidential and is privileged attorney/client communication. If you have questions or concerns, please do not hesitate to contact us.

Our Firm takes great pride in building long standing relationships with each of our clients. Ultimately, our goal is to serve our clients, their businesses, and their families for a lifetime.

Warm Regards,
Evans & Davis

Client Information

Full Name: _____

Date of Birth: _____ Relationship to Deceased: _____

Name & Date of Trust: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Home Phone: () _____ Work Phone: () _____

Mobile Phone: () _____ Fax: () _____

Who referred you to Evans & Davis? _____

Decedent/Trustmaker's Information

Was the trust an individual or joint trust? _____ Individual Joint

Grantor 1

First Name: _____ Last Name: _____

Middle Name: _____ Date of Birth: _____ Date of Death: _____

Social Security Number: _____ Place of Death: _____

Grantor 2

First Name: _____ Last Name: _____

Middle Name: _____ Date of Birth: _____ Date of Death: _____

Social Security Number: _____ Place of Death: _____

Address of Surviving Grantor: _____

Mailing Address: _____ County: _____

City: _____ State: _____ Zip: _____ Country: _____

Was the decedent married at the time of death? (Y/N) _____

Spouse's Name	Date of Marriage	Date of Divorce/Death
_____	_____	_____
_____	_____	_____
_____	_____	_____

Decedent's Children

If the Decedent had children, natural or adopted, please list the following information. It is critical that you list all children regardless of the situation or relationship, including any children given up for adoption or for which parental rights have been terminated.

Name: _____	Date of Birth: _____	Gender: _____	Adopted: (Y/N): _____
Social Security Number: _____	Current Address: _____		
Date of Death (if applicable): _____	If deceased, please provide the names of any living children*: _____		

Name: _____	Date of Birth: _____	Gender: _____	Adopted: (Y/N): _____
Social Security Number: _____	Current Address: _____		
Date of Death (if applicable): _____	If deceased, please provide the names of any living children*: _____		

Name: _____	Date of Birth: _____	Gender: _____	Adopted: (Y/N): _____
Social Security Number: _____	Current Address: _____		
Date of Death (if applicable): _____	If deceased, please provide the names of any living children*: _____		

Name: _____	Date of Birth: _____	Gender: _____	Adopted: (Y/N): _____
Social Security Number: _____	Current Address: _____		
Date of Death (if applicable): _____	If deceased, please provide the names of any living children*: _____		

Name: _____	Date of Birth: _____	Gender: _____	Adopted: (Y/N): _____
Social Security Number: _____	Current Address: _____		
Date of Death (if applicable): _____	If deceased, please provide the names of any living children*: _____		

Name: _____	Date of Birth: _____	Gender: _____	Adopted: (Y/N): _____
Social Security Number: _____	Current Address: _____		
Date of Death (if applicable): _____	If deceased, please provide the names of any living children*: _____		

***Including any children given up for adoption or for which parental rights have been terminated.**



Beneficiary Information

Please list all individuals and/or charities listed in the Trust as a beneficiary. If there are more beneficiaries than will fit on this page, you may add these to the Notes section at the end or make an additional copy of this page.

Full Name: _____ Age: _____ Relation to Deceased: _____
Social Security Number: _____ Percentage to Receive: _____
Current Address: _____ City: _____
State: _____ Country: _____ Zip Code: _____

Full Name: _____ Age: _____ Relation to Deceased: _____
Social Security Number: _____ Percentage to Receive: _____
Current Address: _____ City: _____
State: _____ Country: _____ Zip Code: _____

Full Name: _____ Age: _____ Relation to Deceased: _____
Social Security Number: _____ Percentage to Receive: _____
Current Address: _____ City: _____
State: _____ Country: _____ Zip Code: _____

Full Name: _____ Age: _____ Relation to Deceased: _____
Social Security Number: _____ Percentage to Receive: _____
Current Address: _____ City: _____
State: _____ Country: _____ Zip Code: _____

Full Name: _____ Age: _____ Relation to Deceased: _____
Social Security Number: _____ Percentage to Receive: _____
Current Address: _____ City: _____
State: _____ Country: _____ Zip Code: _____

**If you are aware that any beneficiary has a guardian or if assets will be distributed in trust for any beneficiary, please provide the address of guardian and/or trustee of the testamentary trust. If any beneficiary listed is not surviving, please provide the date of death.*



Financial and Investment Accounts

Please list all financial and investment accounts owned by the Trust or Decedent at the time of Decedent's death. Under Account Type, specify cash, checking, savings, money market, mutual fund, brokerage account, securities (stocks & bonds), certificate of deposit (CD), etc. Please provide a statement, if available, from each account from the date of death.

1. Name of Financial Institution: _____ Phone Number: () _____
Address: _____
Owner(s): _____
Account Number: _____ Account Type: _____
Approximate Value: \$ _____

2. Name of Financial Institution: _____ Phone Number: () _____
Address: _____
Owner(s): _____
Account Number: _____ Account Type: _____
Approximate Value: \$ _____

3. Name of Financial Institution: _____ Phone Number: () _____
Address: _____
Owner(s): _____
Account Number: _____ Account Type: _____
Approximate Value: \$ _____

4. Name of Financial Institution: _____ Phone Number: () _____
Address: _____
Owner(s): _____
Account Number: _____ Account Type: _____
Approximate Value: \$ _____



Retirement Benefit Accounts

Please list all of Decedent's retirement accounts including: 401(k), IRA, Profit Sharing, Thrift Savings, etc.

1. Company: _____ Phone Number: () _____
Address: _____
Beneficiaries: _____
Account Number: _____ Account Type: _____
Approximate Value: \$ _____

2. Company: _____ Phone Number: () _____
Address: _____
Beneficiaries: _____
Account Number: _____ Account Type: _____
Approximate Value: \$ _____

3. Company: _____ Phone Number: () _____
Address: _____
Beneficiaries: _____
Account Number: _____ Account Type: _____
Approximate Value: \$ _____

4. Company: _____ Phone Number: () _____
Address: _____
Beneficiaries: _____
Account Number: _____ Account Type: _____
Approximate Value: \$ _____



Retirement Benefit Accounts (Continued)

Pension Plans

1. Company: _____ Phone Number: () _____
Account Number: _____ Does the plan terminate at the death of the beneficiary? Yes No
Approximate Value: _____

2. Company: _____ Phone Number: () _____
Account Number: _____ Does the plan terminate at the death of the beneficiary? Yes No
Approximate Value: _____

3. Company: _____ Phone Number: () _____
Account Number: _____ Does the plan terminate at the death of the beneficiary? Yes No
Approximate Value: _____

Stocks and Bonds

Stocks

1. Company: _____ Number of shares: _____
Date Issued: _____ Book entry of certificate form: _____
Certificate No. if in certificate form: _____ Account No. if in book entry form: _____
Account Number: _____ Account Type: _____
Type of ownership: _____ Approximate Value: _____

2. Company: _____ Number of shares: _____
Date Issued: _____ Book entry of certificate form: _____
Certificate No. if in certificate form: _____ Account No. if in book entry form: _____
Account Number: _____ Account Type: _____
Type of ownership: _____ Approximate Value: _____

3. Company: _____ Number of shares: _____
Date Issued: _____ Book entry of certificate form: _____
Certificate No. if in certificate form: _____ Account No. if in book entry form: _____
Account Number: _____ Account Type: _____
Type of ownership: _____ Approximate Value: _____



Stocks and Bonds (Continued)

Bonds

Please provide a copy of each bond.

1.	Date the bonds were issued: _____	Type of bond: _____
	How is the bond held? (jointly, payable on death, etc.) _____	
	Maturity date: _____	Redemption value: _____
2.	Date the bonds were issued: _____	Type of bond: _____
	How is the bond held? (jointly, payable on death, etc.) _____	
	Maturity date: _____	Redemption value: _____
3.	Date the bonds were issued: _____	Type of bond: _____
	How is the bond held? (jointly, payable on death, etc.) _____	
	Maturity date: _____	Redemption value: _____
4.	Date the bonds were issued: _____	Type of bond: _____
	How is the bond held? (jointly, payable on death, etc.) _____	
	Maturity date: _____	Redemption value: _____

List any additional information on work/retirement related accounts:

Gift Tax Return

Did the Decedent ever file a federal gift tax return?

Yes No

If yes, please provide a copy of all relevant documents



Real Estate

This will include residences, rental property, time shares, vacant land, oil and other mineral interests, etc. If you have a copy of the deed, please provide that as well.

Please list all real estate that was owned by Trust or Decedent's name at the time of death.

1. Type: (Residence, rental, time share, vacant land, oil, and other mineral interests) _____
Address/Location & Country: _____
Owner(s): _____
Current Value: \$ _____
Is the current value based off of an appraisal or the county assessor? _____

2. Type: (Residence, rental, time share, vacant land, oil, and other mineral interests) _____
Address/Location & Country: _____
Owner(s): _____
Current Value: \$ _____ Outstanding Mortgage: \$ _____
Is the current value based off of an appraisal or the county assessor? _____

3. Type: (Residence, rental, time share, vacant land, oil, and other mineral interests) _____
Address/Location & Country: _____
Owner(s): _____
Current Value: \$ _____ Outstanding Mortgage: \$ _____
Is the current value based off of an appraisal or the county assessor? _____

4. Type: (Residence, rental, time share, vacant land, oil, and other mineral interests) _____
Address/Location & Country: _____
Owner(s): _____
Current Value: \$ _____ Outstanding Mortgage: \$ _____
Is the current value based off of an appraisal or the county assessor? _____



Tangible Personal Property

List jewelry, artwork, furs, antiques, gold, silver, or other valuable coins, cars, boats, etc.

Please list all tangible personal property that Decedent owned at the time of death valued individually over \$5,000.00.

1. Description: _____
Ownership (Individual/Joint/Trust): _____
Approximate Value: \$ _____ Has the item been appraised?: (Y/N) _____
Appraised Value: \$ _____ Current location of item: _____

2. Description: _____
Ownership (Individual/Joint/Trust): _____
Approximate Value: \$ _____ Has the item been appraised?: (Y/N) _____
Appraised Value: \$ _____ Current location of item: _____

3. Description: _____
Ownership (Individual/Joint/Trust): _____
Approximate Value: \$ _____ Has the item been appraised?: (Y/N) _____
Appraised Value: \$ _____ Current location of item: _____

List any additional information regarding assets/etc. and include any copies of documents with the estimated value of each item (patent rights, copyrights, contract rights, etc.):



Decedent's Life Insurance Policies

Please provide the following information for all of Decedent's insurance policies. Also, please provide the policy documentation to us as well.

Policy No. 1

Life Insurance Company: _____

Account No.: _____

Owner of Policy: _____

Insured: _____

Beneficiaries: _____

Type of Policy: Term Whole/Universal Accidental/Travel

Death Benefit: \$ _____

Cash Value: \$ _____

Is there any loan against the policy? (Y/N) _____

If "yes", how much? \$ _____

Policy No. 2

Life Insurance Company: _____

Account No.: _____

Owner of Policy: _____

Insured: _____

Beneficiaries: _____

Type of Policy: Term Whole/Universal Accidental/Travel

Death Benefit: \$ _____

Cash Value: \$ _____

Is there any loan against the policy? (Y/N) _____

If "yes", how much? \$ _____

Policy No. 3

Life Insurance Company: _____

Account No.: _____

Owner of Policy: _____

Insured: _____

Beneficiaries: _____

Type of Policy: Term Whole/Universal Accidental/Travel

Death Benefit: \$ _____

Cash Value: \$ _____

Is there any loan against the policy? (Y/N) _____

If "yes", how much? \$ _____



Decedent's Advisors

Please provide the following information for all of Decedent's advisors.

Personal Attorney:

Firm Name: _____

Address: _____

Phone: _____

Financial Planner:

Company Name: _____

Address: _____

Phone: _____

Accountant:

Company Name: _____

Address: _____

Phone: _____

Funeral Home:

Address: _____

Phone: _____



Client Checklist for Documentation

Please bring as much of the following information as possible to the initial consultation:

1. Signed copy of the Trust.
2. Certified copy of Death Certificate.
3. Any Prenuptial, Marital, or Community Property Agreement.
4. Current Deeds and Appraisals to all real estate in which Decedent had or shared title.
5. Mineral Deeds for all mineral/royalty interests which Decedent had or shared title, together with copies of production reports showing amounts paid to date and/or 1099s for any royalties paid and/or statements from oil companies showing year-to-date payment through the date of death. **Valuation of minerals is often a very controversial topic since the Internal Revenue Service (“IRS”) has internal guidelines of what they accept for valuing minerals. These internal guidelines are weighted in favor of the IRS. The alternative to accepting the IRS’s valuation of mineral interests, is to have a Petroleum Geologist analyze the mineral interest and issue an opinion concerning the fair market value of minerals. It is always up to the Trustee/Personal Representative or Surviving Party in Interest to decide whether to incur the additional cost of a Petroleum Engineer’s Opinion and to be prepared to litigate with the IRS concerning the difference in value.**
6. Copies of all U.S. Savings Bonds and their redemption value which Decedent had or shared title *as of the date of death*.
7. Copies of all Bank and Financial Statements, including checking, savings, certificates of deposit, money market, and other financial accounts showing the account balance *as of the date of death*.
8. Copies of all Stock/Brokerage Account Statements in which Decedent had or shared title showing balance *as of the date of death*.
9. Copies of all physical Stock Certificates which Decedent had or shared title, and the value of any such stock *as of the date of death*.
10. Titles of Vehicles (i.e. - cars, trucks, boats, trailers, motorcycles, etc.) and market value *as of date of death*.
11. Any mortgages and promissory notes secured by real estate, or other note payables with balance owed *at death*.
12. Business agreements such as buy sell or corporate redemption agreements.
13. Itemization of any and all livestock or other registered animals.
14. Itemization of any special collectibles (i.e. coins, firearms, precious gems, furs, artwork, etc.) with documents stating the current market value of said collectible *as of the date of death*.
15. Life Insurance Policies and Annuity Contracts with benefit proceeds statement. If the Decedent owned a policy of life insurance insuring another’s life, then we need a statement regarding who the insured is, the beneficiary of the policy and the *cash value* (not face value) of the policy.
16. A copy of all Promissory Notes or Notes Receivables for which money was owed to the Decedent at death and a statement reflecting the balance due *as of the date of death*.



Notes

Home office &
mailing address

Edmond

211 N. Broadway
Edmond, OK 73034
Phone: (405) 286-2335
Fax: (214) 540-6610

Phoenix

2735 E. Camelback Rd, Suite 600
Phoenix, AZ 85016
Phone: (602) 423-2335

Dallas

2707 Hibernia
Dallas, TX 75255
Phone: (214) 368-2335

Tulsa

2508 E. 21st St
Tulsa, OK 74114
Phone: (918) 398-6666

Albuquerque

6565 Americas Pkwy, Suite 200
Albuquerque, NM 87110
Phone: (505) 369-8269

Houston

800 Town & Country Blvd, Suite 300
Houston, TX 77024
Phone: (214) 368-2335

San Francisco

275 Battery St, 13th Floor
San Francisco, CA 94111
Phone: (415) 244-2398

Denver

100 Filmore St, 5th Floor
Denver, CO 80206
Phone: (720) 398-1777

Fax: (214) 540-6610
Toll Free: (866) 708-2335

www.evansdavis.com
attorneys@evansdavis.com

Bryan N. Evans, JD¹
Dustin A. Davis, MBA, JD²
Mitch D. McCuistian, JD
John D. Weaver, MBA, JD³

Jerry D. Balentine, *PC of Counsel*
Landon C. Long, JD⁴
Brian J. Barrett, JD
Rachel Stoddard Morris, *JD of Counsel*
Angela L. Travis, JD
Taylor N. Kincanon, Bar Candidate
Ashton B. Poarch, Legal Intern
Foster A. Ford, Legal Intern
Riley W. Lissuzzo, Legal Intern

Kendall P. Mayes, MBA, Firm Manager
Ethan J. Williams, Firm Manager Intern
Karleen R. Street, Paralegal
Courtney E. Solis, Senior Legal Assistant
Brooke E. Baumert, Senior Legal Assistant
Elaina A. Luecke, Senior Legal Assistant
Stacey L. Bond, Paralegal
Gina L. Hickey, Legal Assistant
Haley M. Weatherford, Legal Assistant
Cassidy B. Blake, Legal Assistant
Colt L. Coldren, Legal Assistant
Michelle L. Siebert, Legal Assistant
Judy A. Casto, Communications Coordinator

¹Licensed in OK, TX, & AZ
²Licensed in OK, TX, NM, & CO
³Licensed in OK, TX, & CO
⁴Licensed in OK, MN, & DC



