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Date of Signing: ____ - ____ -20__ ; _____
Time: ____ : ____ .m. Day of Week _____
Doc Ready By: ____ - ____ -20__ ; P/U ____ Mail ____ EMAIL
Date All Info Received by DRTPC _____, 20__
Prepared By: ____ Reviewed By: ____ DRT Review: ____

1st Mtg: ____ - ____ -20__ ; Next Mtg: ____ - ____ -20__ ; Calls: _____

PLEASE PRINT CLEARLY SO WE CAN READ INFO ** MUST MATCH DRIVER'S LICENSE - DON'T GUESS

ESTATE PLANNING - PERSONAL INFORMATION & DOCUMENT WORKSHEET

PERSONAL INFORMATION * All Names on Documents Must Be Same as Driver's License - No Exceptions

A. Man Full Legal Name: _____ Name on Documents: _____
Birth: _____ Date of Death _____ Residency - State ____ County _____

B. Woman Full Legal Name: _____ Name on Documents: _____
Birth: _____ Date of Death _____ Residency - State ____ County _____
Maiden Name: _____ Name\Date Existing Trust _____

C. Email: _____@_____._____; _____@_____._____

D. Phone #: Home _____ M-Cell _____ W-Cell _____

E. Address on Docs: _____

F. Referred By: _____ Newspaper: _____

G. In Case Emergency: Name/Relation _____ Phone: H _____ C _____
Neighbor _____ Phone: H _____ C _____

H. **Children**'s Full Names, Addresses, Telephone Numbers & Birth Dates:
Number of Children: Man total ____ alive ____ deceased ____ ; Woman total ____ alive ____ ; deceased ____

* Parent Code For 1st Column - Indicate parent of child - B- both- child of both persons to this worksheet;
M- child of man only; W- child of woman only; D -List and identify all deceased children (also indicate parent), i.e. DB DM or DW.

Notes:

Parent Code	Child's Name	Child's Address	Child's Phones	Birth Date
*	_____	_____	H-Ph#: _____ W-Ph#: _____ Cell: _____	____-____-____
	Sex M / F _____	_____		
	Married to: _____	No. of Children _____		
	_____	_____	H-Ph#: _____ W-Ph#: _____ Cell: _____	____-____-____
	Sex M / F _____	_____		
	Married to: _____	No. of Children _____		
	_____	_____	H-Ph#: _____ W-Ph#: _____ Cell: _____	____-____-____
	Sex M / F _____	_____		
	Married to: _____	No. of Children _____		
	_____	_____	H-Ph#: _____ W-Ph#: _____ Cell: _____	____-____-____
	Sex M / F _____	_____		
	Married to: _____	No. of Children _____		
	_____	_____	H-Ph#: _____ W-Ph#: _____ Cell: _____	____-____-____
	Sex M / F _____	_____		
	Married to: _____	No. of Children _____		

Date Completed by Client: _____, 20____

Special Instructions: 1. PLEASE write clearly. 2. Exact spellings are required. a. Do not guess at info - no exceptions. b. If you are not absolutely positively sure - then leave blank, check and then call us when you have the exact information. c. We prefer at least the cell and home phone numbers. 3. Date of Birth is needed to determine if child is a minor or under 23 and for internal use to verify ID if we are contacted about your file and need assurance of ID\integrity of the caller.

ESTABLISHING AN INFORMED CUSTOM ESTATE PLAN

I. IMPORTANT ESTATE PLANNING DOCUMENTS

A. Powers of Attorney - financial and medical - general & mental health
Decision: Effective Immediately or "Springing" type?

HINT: Financial-springing; Medical-effective immediately

Decision: Who to appoint? Fill in Worksheet

HINT: Financial-one at time; Medical-multiple for coverage
B. Living Will - Declaration to Physician - Right to Die

Decision: Quality v. Quantity of Life. Written instructions to loved ones expressing your decision "pulling the plug" and the mechanics of continued care.
C. Distribution Documents - Plan ahead to protect your loved ones from the unnecessary costs and emotional stress. A will is never the best option.

II. General Conditions Which Require a Living Trust

** BEFORE FIRST MEETING - TO DO: Mark any situations that apply to YOU:

1. Appreciated Assets- Desire Income Tax Savings- upon the first death, the surviving spouse will receive a "double step up" in income tax basis by owning these assets as community property and not as joint tenants.
2. Non-Arizona Real Estate- real estate owned in another state which does not authorize Beneficiary Deeds (only 13 currently);
3. Certain direct beneficiary arrangements do not provide for contingent level beneficiaries - i.e. "per stirpes" - "only to survivors of those named" - no distribution to grandchildren;
4. No direct transfer arrangement available- certain investments do not allow direct transfers - i.e. privately held investments, i.e. corporate stock, limited liability companies, partnerships, holding or paying on promissory notes and deeds of trust\mortgages\contracts for deed, and other real estate holding (including mineral deeds or oil\gas leases).
5. Minor Beneficiaries (under age 18) who cannot receive direct payments from third parties;
6. Special Needs Beneficiaries- i.e. spendthrift, handicapped.
7. Restrictions- minimum age levels (i.e. age 23, 25 or say 30), installment pay-outs (i.e. 1/4 at age 23, 25, 27 and 30) or educational arrangements; only, etc.);
8. Gifts - Lifetime transfers- requires constant changes;
9. Possessory Interests or Life Estates-income\real estate;
10. Tax Saving Options- Charities directly receiving tax deferred investments do not pay income tax - consider limiting to a percentage or fixed amt - spouse may want different .
12. \$11.2 Million Estate or Close- if your gross estate is close to or in excess of \$11.2 million (being reduced by any taxable gifts -over annual limit \$15K 2019) special steps to avoid or reduce taxes
13. Sole & Separate Property & Step Family- you are married but have sole & separate property which was brought into the marriage, received by gift or inheritance during marriage and do not desire to leave it all to your new spouse or their children, but desire distributions to your family; and
14. Combined Investments- you have not brought equal assets into your marriage or both have contributed to purchase of significant assets so you want to make distributions fair to your family if you die first ("step family")

DECISIONS TO MAKE RE: ESTATE DOCUMENTS

1. **DISTRIBUTIONS** - Who do you want to receive your remaining assets (estate beneficiaries)? Be sure to indicate if you want to specifically identify certain asset distributions. If your primary beneficiaries are not surviving, then who are the next contingent beneficiaries? We recommend using a percentage approach in most instances, rather than stated amount since your estate may vary. We will customize for you.

Specific Distributions of Money, "Titled Assets" (not tangible personal property items), i.e. motor vehicle, trailer, mobile home, etc., "Chattels" (notes rec., stock, bond, etc.) Use separate sheet)

Primary Beneficiaries:

- equally to children
- % to be specified
- Others

Contingent Beneficiaries: (If any primary beneficiaries are not surviving)

- equally to their descendants (issue per stirpes - for def. see below #)
- only to surviving siblings
- to their surviving spouse - require conditions: still married, no divorce papers
- to charities - _____
- Others _____

Beneficiary Deed - watch out for minors becoming beneficiaries - if multiple beneficiaries.

Choose one person who you trust and let them handle for others. Also name a backup person.

Distributions: Survival Period: "30 days and alive on date of distribution" Other - _____

Minimum Age: 23~ - Other - _____; Installments at ages _____

Exceptions: Right to access principal in sole discretion of fiduciary for health, education and support; Right to receive: ALL annual income Other _____

Living Trust: Name _____

Dated _____; New; Existing - with Amendments

Surviving Spouse Authority to: Change Entire Trust; Only Change _____ Their 1/2 or Other % _____

Option: Non-spouse Co-Trustee - Add Now;

Definitions: ~ This is the minimum age for distributions - referred to as "Minor Trust Provisions"

* All names must match driver's license - No exceptions.

Latin wording from Court case - translates to "legal descendants by bloodline only"

NOTES:

2. WHO WILL ADMINISTER YOUR FINANCIAL AFFAIRS?

- a. Name at least three persons, not including your spouse.
- b. Make decision - When is Financial POA effective? - See other sheet - Three Phases of Life
 - 1. "Effective Only Upon your Incapacity" by a written statement from neurologist
 - 2. "Effective Immediately" upon execution
- c. Make Decision on Number of Persons acting at any time?
 - 1. Single Appointee - acts alone
 - 2. Co-Appointees
 - (a) Independent Authority to Act Alone WITHOUT consent of any person
 - (b) Must Act Together Always
 - (c) Required to Act Together UNLESS they otherwise agree in writing

If Co-Appointees to begin and with one who is no longer acting, then next successor is:

- next person listed is authorized to fill in and act together
- remaining person acts alone and only if this person is no longer acting then go to next person listed to act

NOTE: We also recommend naming only one person to act at a time in most instances ("pecking order" concept).

HUSBAND or SINGLE MAN

Spouse - Listed First (IF CHECKED YOU DO NOT NEED TO LIST SPOUSE BELOW)

	<u>Name *</u>	<u>Relationship to you @</u>	<u>Address</u>	<u>Phone #</u>
a.	_____	_____	_____	H _____
				W _____
				C _____
b.	_____	_____	_____	H _____
				W _____
				C _____
c.	_____	_____	_____	H _____
				W _____
				C _____
d.	_____	_____	_____	H _____
				W _____
				C _____

* NOTE: All names must match driver's license, Check before we start typing. - No exceptions.

@ EXAMPLE: Irene's (Spouse, Sister, Mother, etc)- not just sister, brother in law or parent

WIFE or SINGLE WOMAN

___ Same as above - or list your customized order

___ Spouse - Listed First (IF CHECKED YOU DO NOT NEED TO LIST SPOUSE BELOW)

<u>Name *</u>	<u>Relationship to you @</u>	<u>Address</u>	<u>Phone #</u>
a. _____	_____	_____	H _____ W _____ C _____
b. _____	_____	_____	H _____ W _____ C _____
c. _____	_____	_____	H _____ W _____ C _____
d. _____	_____	_____	H _____ W _____ C _____

* NOTE: All names must match driver's license, Check before we start typing. - No exceptions.

@ EXAMPLE: Irene's (Spouse, Sister, Mother, etc)- not just sister, brother in law or parent

3. MEDICAL DECISIONS Two TYPES - General Medical & Mental Healthcare

GENERAL MEDICAL POA

NOTE: ___ Name at least three persons. Unlike the Financial POA, we recommend making your medical POA "Effective Immediately & naming a "trusted" group rather than limiting authority to only one person.

___ Since there is a risk of conflict with a "group", our office will furnish an additional document to be signed by each person named as an appointee - "Special Instructions to Medical Appointees" which must be signed by each appointee prior to receiving their duplicate original document.

You can address any specific instructions by communicating your preference verbally or in a separate letter.

___ We recommend that at least one "local" person be named for each location you spend a considerable amount of time (i.e. Arizona time, summer months or travel companions).

This "local" person may only be utilized as a spokesperson and listed on the "ESTATE INFORMATION SHEET" but without authority to make decisions or give instructions for your care.

GENERAL MEDICAL POA APPOINTEES

HUSBAND OR SINGLE MAN _____ Spouse - Listed First (IF CHECKED YOU DO NOT NEED TO LIST SPOUSE)

<u>Name *</u>	<u>Relationship to you @</u>	<u>Phone #</u>
a. _____	_____	H _____ W _____ C _____
b. _____	_____	H _____ W _____ C _____
c. _____	_____	H _____ W _____ C _____
d. _____	_____	H _____ W _____ C _____

WIFE OR SINGLE WOMAN _____ Spouse - Listed First (IF CHECKED YOU DO NOT NEED TO LIST SPOUSE BELOW)

<u>Name *</u>	<u>Relationship to you @</u>	<u>Phone #</u>
a. _____	_____	H _____ W _____ C _____
b. _____	_____	H _____ W _____ C _____
c. _____	_____	H _____ W _____ C _____
d. _____	_____	H _____ W _____ C _____

* NOTE: All names must match driver's license, Check before we start typing. - No exceptions.
@ EXAMPLE: Irene's (Spouse, Sister, Mother, etc)- not just sister, brother in law or parent

DALE R. THORSON, P.C.

Legal Services

Complete Estate Planning

Trusts - Wills

Powers of Attorney

99% of People Do Not
Have Documents To Avoid
Probate -

Need to Understand and
Use Proper Design and
Forms!

Other Areas of Practice:

Real Estate

Business Entities -

Probate

34 Years of Legal
Experience

Tax Preparation

Personal - Business

Rental Returns

Also Experienced With

Farm Returns

All Federal & State Forms

File Using AZ CPA

Residents or Non-Residents

Tax Planning for Sales/

Purchases

Very Reasonable Rates

Pay less than national/local
firms charge!

CPA 43 Years

Experience

Including "Big 8"

Experience



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www.dalethorson.com
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Evening & Weekend
Appointments Available!

LOCAL BUSINESS

Law and income tax office offers best possible solutions for clients

Submitted by Dale R. Thorson, PC

Established in 1988, Dale R. Thorson, PC, is a local law and income tax office, located in Northeast Mesa.

A licensed attorney in Arizona for 34 years and a certified public accountant (CPA) in the state for 43

years, Dale's philosophy is to use his training and many years of experience to explain legal and tax concepts as a means of educating his clients, so they can make informed decisions. His goal is to attain the best possible solutions, with great attention to details, at the lowest possible prices.

He makes every effort to avoid future problems with family or business associates. Included in the practice are the areas of estate planning, trusts, wills, powers of attorney, probate, real estate, marital agreements and business entities, as well as all federal and state tax returns.

Upon graduation, he worked for two of *The Big Eight* CPA firms in order to obtain his CPA license. Dale then worked as a controller for Motorola Credit Union and a private firm prior to attending law school at the University of Arizona.

While obtaining his master's degree in accounting at Illinois State University, he helped author a textbook to prepare CPA candidates for the Business Law portion of the CPA exam. This writing experience influenced his decision to seek a legal



career. Dale has a permanent junior college teaching certificate, and has always been a teacher at heart.

Prior to creating his own firm, Dale worked for two major law firms in Tucson and Mesa. He worked as a production assistant for a local TV company, and traveled the world in the same capacity.

He also owned an interest in a Colorado horse outfitting business. An excellent athlete, Dale played all sports at a high competitive level. Initially, as a means of helping to pay his way through school, he worked as a sports official. For more than 40 years, he has coached many sports teams.

With more than 45 rose bushes surrounding the office building he owns, Dale is an avid gardener. He also has more than 45 citrus trees, along with vegetable, rose and flower gardens, at his home.

His passion is fly fishing, traveling the world, kayaking and exploring the mountains with his fifth wheel camper, complete with his motorcycle strapped on the back while towing his boat behind.

Born and raised in North Central Illinois, he has that strong Midwest work ethic.

Dale has one adopted adult daughter. His adopted son is deceased. ■

For more information, contact Dale R. Thorson, P.C., at (480) 641-3000. The office is located at 31 S. 63rd St., Suite 2.

There Are Reasons to Have Estate Planning in Order

Submitted by Dale R. Thorson, PC

Consider the stress you can eliminate, for yourself and your family, by having your financial and medical affairs in order.

Consider, too, the cost savings in avoiding a \$5,000 bill for a court guardian—conservatorship proceeding by executing financial and medical powers of attorney. Then, realize a further savings of an estimated \$2,000 to \$5,000 cost of a court probate and the lengthy time delays by utilizing available techniques which many attorneys do not suggest or even understand are available.



Dale R. Thorson, PC

ESTATE PLANNING CAN SAVE YOU MONEY AND STRESS & GRIEF

It is now possible to settle most estates with only an original death certificate. Yes, you need a will, but only as a guide to clearly state your distribution plan to be carried out, or if you fail to plan. Common myths are a will is required so the state does not receive your property, or you need a trust if your *estate* is more than \$75,000, as stated typically in most advertising. These statements are just not true. Start getting educated today.

ARIZONA PLANNING

Arizona is probably the most consumer-friendly state and one of the most unfriendly to attorneys to whom you do not need to pay large amounts of fees for unneeded services. Statutes are in place for low-cost and efficient planning.

MEDICAL

With respect to medical powers of attorney (POA), almost every document I am asked to review names only one person to act. This design is wrong, in my opinion, as the primary reason for a medical power of attorney is to allow your trusted family and friends to have immediate authority to speak to your medical professionals, and to assist with initial services in an emergency situation.

To facilitate your treatment and care, the second most important reason is to have immediate authority to obtain access and copies to all medical records. Therefore, I recommend having multiple appointees, including your spouse, and, in most situations, all of your children and frequently visited out-of-state family members. Other appointees may be close friends, if you so choose.

If you do not have family in town, try to name a local contact person who will give immediate assistance and contact your family. When asked about the need for a medical POA, almost everyone says the most important

reason is to make decisions. However, my understanding is this only happens no more than 5 percent of the time. You personally make about 50 percent of the decisions, and medical professionals make around 45 percent. The remaining 5 percent is, indeed, important but usually only happens at end-of-life situations.

The other reason for a medical POA is to advise the hospital of your decision on end-of-life pulling of the plug or living will. Just a personal note, I am very worried that some of you have executed Do Not Resuscitate, or DNR documents, and really do not understand the risk of such decisions. Normally, DNRs are limited to hospice arrangements. Arizona does not have an assisted suicide law.

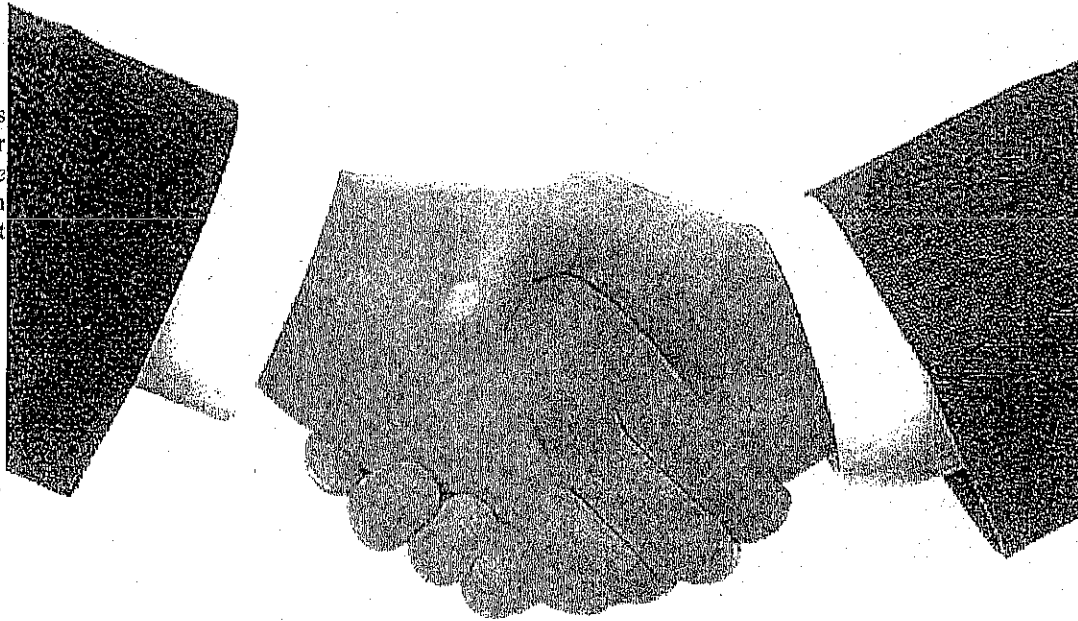
FINANCIAL

With respect to financial POAs, almost every document I am asked to review is effective upon execution. This is the same as giving a blank check to someone. This design

is also wrong, in my opinion. In most situations, this instrument should become effective only in the event of your incapacity. There are three phases of life. Competent requires no one else to make decisions on your behalf. Incapacitated is when you are mentally or physically unable to act. Death is when all POAs are void.

AVOID FAMILY DISPUTES

My approach includes steps to avoid family disputes by establishing the proper plan to distribute tangible personal property, get your family involved, and make them aware you have done comprehensive planning. ■



For more information, contact Dale R. Thorson, PC, at (480) 641-3000. The office is located at 31 S. 63rd St., Mesa.

LAW OFFICE OF DALE R. THORSON, P.C.

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DALE R. THORSON, ATTY, CPA (480) 641-3000 (480) 807-1099 FACSIMILE

DALE R. THORSON earned his Juris Doctor at the University of Arizona in 1981. He has a Master of Science in Accounting from Illinois State University. Dale has been a Certified Public Accountant for 43 years. He has a Jr. College teaching certificate and he is a member of the Phoenix area - College of Estate Planning Attorneys.

Dale gives seminars at various community centers and at local churches regarding new tax laws and information regarding estate planning and taxes.

Dale has been practicing law in Mesa for 33 years in the areas of estate planning/trusts, real estate/taxes and business organizations, as further detailed below.

LIST TYPES OF SERVICES:

Estate Planning - emphasize education of client; probate avoidance without trust; customized design; assemble and organize information for appointees; determine proper forms to minimize costs; provide creative planning ideas for gifts, custodianship, lifetime and death distributions; handle special needs and spendthrift trust arrangements; how to benefit for use of hand written distribution lists; ensure final instructions are made; offer beneficiary form analysis and instruction; special arrangements and family agreements;

Post Death Administration - meet with spouse, family and/or representatives relating to estate administration; discuss preparation of listing and collection of estate assets with and without probate; need to publish notice to creditors and handling creditor claims/debts against estate; update tax basis for date of death values; recording administrative expenses; preparation of estate accountings; options for disclaimers, waivers & releases;

Real Estate - assist with sale by owner or purchase from owner without realtor fees; protect possessory interests; deeds; loans, liens & security arrangements; beneficiary deeds; family joint ownership arrangements; ownership issues and probate assistance - planning; tax-free exchanges; analyze rental investments; need for limited liability protection;

Business Entities - design, establish, set up, organize and assist with management duties - choice of entities - Corporations - "C" or "S", Limited Liability Companies (LLCs), Sole Proprietorship; Family Agreements; Succession Planning; Buy-Sell Agreements; set up of Accounting record keeping systems - Quick Books - Excel;

Income Tax - handle all types of returns (Individual, Estate, Gift Trust, LLC, Corporations); respond to and handle IRS and State Revenue Dept audits and other collection issues; explain and calculate estimated income tax projections; organize and plan for Gift arrangements and estate tax avoidance; independent contractor vs. employee analysis - 1099-MISC reporting; capital gain analysis; annuity and IRA distribution planning; provide retirement planning analysis; discuss domicile issues for state income tax filings;

ESTATE PLANNING SERVICES

At a minimum, your estate planning should include:

- Financial Power of Attorney
- Medical Powers of Attorney
- Living Will
- Last Will & Testament

Hand Written List for Distribution of Tangible Personal Property Items

Final Instructions

Beneficiary Designations - be sure to use "if not surviving, then in equal shares to surviving issue" if not all to survivors

Beneficiary Deeds - most states authorize this procedure

AZ - ADOT Beneficiary Form - AZ registered vehicle can be transferred at death with need to go to DMV office

Optional: Living Trust Possessory Interest for Residence Special Needs or Spendthrift

TODO:

Updated Complete Inventory of Assets, Debts and Other Important Information, including company or institution, type of account or investment, account number, phone number, email, fax number, form of ownership, beneficiary Make Complete Listing with Details about: Surepays or Automatic Payment Withdrawals Direct Deposits

Credit Cards - Include at a minimum - Acct #, sec code, name of issuing institution, phone number, expiration date

Service Contracts - Re: Satellite TV, termite, internet, a/c repair or home warranty, security system (same info)

NOTE: Our office provides at no charge a comprehensive written personal financial inventory listing - ask at our office or download from our website - www.dalethorson.com

HINTS: Our goals are to help get you organized, make complete decisions, simplify and keep costs to a min. and no fights

AZ real property can be transferred at death with a beneficiary deed. \$100

AZ ADOT form FREE

List to hand write your designations for distribution of tangible personal prop. Free

Need comprehensive Asset, Debt and Other Info - Inventory form. FREE

Record user names and passwords in a secure location and provide instructions on how to retrieve

Our Assistance - I am interested in having your assistance with completing or updating my estate planning. The normal process includes: 1/2 - 1 hour office conference, creation of documents, delivery of documents in advance to you to review, then sign

Please contact me to set an appointment

I will contact your office on or before _____ to set appointment

I already completed my estate planning or not interested at this time

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Email: dale@dalethorson.com

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