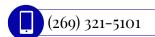
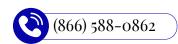
# Personal Information Form

LAW OFFICES OF WILLIAM J. LISTON, P.C.

#### **Attorney and Counselor at Law**

5144 Gull Road Kalamazoo, Michigan 49048 (Primary Office) \*With additional offices in Grand Rapids.









ALL INFORMATION PROVIDED IS STRICKLY CONFIDENTIAL.

#### **Instructions:**

Please complete the following form to the best of your ability. If you have any questions or need assistance, please contact our office. You may attach copies of any account statements or documentation pertaining to any asset if you are not certain how to complete any section.

#### PERSONAL INFORMATION

Client Full Name	e: Date Completed			
Full Legal Name				
How you sign your name	me on legal documents			
Nickname_	Birth date	Social Security # XXX-XX		
Home address		City		
State	Zip			
Home /Cell number	Cou	nty of Residence		
Employer	Position	Business Telephone ()		
Business address	Cit	syStateZip		
☐ Married: Date	Divorced: Date	□ Widowed: Date □ Single		
☐ U.S. Citizen ☐ Liv	ved in the following states:	CA, WA, NV, AZ, NM, TX, ID, LA or WI		
Client's e-mail address: Client Full Name	•	Date Completed		
Full Legal Name				
How you sign your nar	me on legal documents			
Nickname	Birth date	Social Security #		
Home address		City		
State	_Zip			
Home /Cell number	Cou	unty of Residence		
Employer	Position	Business Telephone ()		
Business address	City	StateZip		
☐ Married: Date	☐ Divorced: Date	□ Widowed: Date □ Single		
☐ U.S. Citizen ☐ Liv	ved in the following states:	CA, WA, NV, AZ, NM, TX, ID, LA or WI		

## **CHILDREN'S INFORMATION**

#### **Child # 1**

Child's Full Legal Name				/ Male	Female
Nickname	Birth date	Social Security #	XXX-XX		<u> </u>
Home address		City	State	_Zip	
Home telephone		County of Residence			
Employer	C	Occupation		_Education	
Business address		City	State	Zip	
Parent:	□ Wife □ Jo	pint			
Special Needs:   Medical	☐ Educational ☐	Financial			
☐ Married ☐ Divorced ☐	I Widowed □ Single	Spouse's Name: _			
Grandchildren's	Names	Parents	DOB	Specia	al Needs
					ā
Child's Full Legal Name Nickname					
Home address					<del>_</del>
Home telephone					
Employer	C	Occupation		_Education	
Business address		City	State	Zip	
Parent:	☐ Wife ☐ Jo	oint			
Special Needs   Medical	☐ Educational ☐	Financial			
☐ Married ☐ Divorced ☐	■ Widowed □ Single	Spouse's Name:			_
Grandchildren's	Names	Parents	DOB	Specia	al Needs
			_		ū
			·		

#### **Child #3**

Child's Full Legal Name					/ Male	Female
Nickname	Birth date	Social Security #	XXX-XX	ζ		
Home address		City	State	Zip		_
Home telephone		County of Residence				
Employer	Oc	cupation		Educatio	on	
Business address		City	State	Zip		
Parent:	□ Wife □ Join	nt				
Special Needs   Medical	☐ Educational ☐	Financial				
☐ Married ☐ Divorced ☐	Widowed    Single	Spouse's Name:				
Grandchildren's	Names	Parents	DOB	Sı	oecial N	leeds
					<u> </u>	
		_				
		<u> </u>				_
Child # 4						
Child's Full Legal Name					/ Male	Female
Nickname	Birth date	Social Security #	XXX-XX	ζ		
Home address		City	State	Zip		<u> </u>
Home telephone		County of Residence				
Employer	Oc	cupation		Educatio	on	
Business address		City	State	Zip		
Parent:	□ Wife □ Join	nt				
Special Needs   Medical	☐ Educational ☐	Financial				
☐ Married ☐ Divorced ☐	Widowed   Single	Spouse's Name:				
Grandchildren's	Namas	Parents	DOB	Ç,	oecial N	Joods
Granuchilluren 8	vallies	1 al Cills	DOD	S	Jeciai I	

#### **Child # 5**

Child's Full Legal Name					_/ Male	Female
Nickname_	Birth date	Social Security #	XXX-XX			
Home address		_City	State	Zip		_
Home telephone		_County of Residence_				
Employer	Occ	cupation		_Education	·	
Business address		City	State	Zip		
Parent:	□ Wife □ Join	nt				
Special Needs   Medical	☐ Educational ☐ F	Financial				
☐ Married ☐ Divorced ☐ Y	Widowed $\square$ Single	Spouse's Name:				
Grandchildren's I	Names	Parents		Sp		eeds
					<del>-</del> -	
Child # 6						
Child's Full Legal Name					_/ Male	Female
Nickname						
Home address		City	State	_Zip		_
Home telephone		_County of Residence				
Employer	Occ	cupation		_Education	·	
Business address		City	State	Zip		
Parent:	□ Wife □ Join	nt				
Special Needs   Medical	☐ Educational ☐ F	Financial				
☐ Married ☐ Divorced ☐ V	Widowed □ Single	Spouse's Name:				
Grandchildren's I	Names	Parents	DOB	Sp	ecial N	[eeds □
		_			_	

#### **OTHER DEPENDENTS**

Friends or relatives who are dependents.

Dependent #1					
Dependent's Full Legal	Name			/ Male	Female
Relationship:					
		_			
Nickname	Bırth date	S	ocial Security # X	.XX-XX	
Home address		_City	State_	Zip	
Home telephone	Co	unty of Res	idence		
Employer	Occup	ation	Ec	ducation	
Business address		_City	State	Zip	
Special Needs	dical   Educational	☐ Financi	al		
☐ Married ☐ Divorce	d □ Widowed □ Si	ngle Spo	ouse's Name:		
Dependent # 2 Dependent's Full Legal	Name			/ Male _	Female
Relationship:					
Nickname	Birth date	S	ocial Security # X	XX-XX	
Home address		_City	State_	Zip	
Home telephone	Co	unty of Res	idence		
Employer	Occup	ation	Ec	ducation	
Business address		_City	State	Zip	
Special Needs	dical	☐ Financi	al		

☐ Married ☐ Divorced ☐ Widowed ☐ Single Spouse's Name: \_\_\_\_\_

#### OTHER PROFESSIONAL ADVISORS

Name of CPA:				
Address	City	State	Zip	
Phone #	Fax #	E-Mail:		
Name of Financial Adviso	r:			
	City		Zip	
Phone #	Fax #	E-Mail		
Name of Family Attorney:				
	City		Zip	
Phone #	Fax #	E-Mail		
Name of Stock Broker:				
	City		Zip	
Phone #	Fax #	E-Mail		
Name of Life Insurance A	gent:			
	City		Zip	
	Fax #			
Name of Personal Banker:				
	City		Zip	
Phone #	Fax #	E-Mail		

#### **IMPORTANT FAMILY QUESTIONS**

Please Check "Yes" or "No" for Your Answer	YES	NO
Do you have a child with a learning disability?		
Do any of your children receive governmental support or benefits?		
Do you have any adopted children?		
Do any of your children have special education, medical, or physical needs?		
Are any of your children institutionalized?		
Are you or your spouse receiving social security, disability, or other governmental benefits?		
Do you provide primary or other major financial support to adult children?		
Have either you or your spouse been divorced?		
Are you making payments pursuant to a divorce or property settlement agreement? (Please furnish a copy.)		
Have you and your spouse ever signed a pre- and/or post-marriage contract? (Please furnish a copy.)		
Have you or your spouse been widowed? (If a Federal estate tax or State death tax return was filed, please furnish a copy.)		
Have you or your spouse ever filed Federal or State gift tax returns? (Please furnish a copy.)		
Have you or your spouse completed previous Health Care Powers of Attorney or Living Wills? (Please furnish copies.)		
Have you or your spouse completed previous wills, trusts, or estate planning? (Please furnish copies.)		
Are you and your spouse United States citizens?		
If you answered "NO," are either you or your spouse a resident or a non-resident alien?		

<sup>\*</sup>Complete form up to this point for initial estate planning.

#### **CASH ACCOUNTS**

TYPE: Checking Account "CA" ◆ Savings Account "SA" ◆ Certificate of Deposits "CD" ◆ Safety Deposit Box "SD". (*Indicate type below for all bank and credit union accounts*.) If you are named as a co-owner on any accounts owned by someone else (i.e. parents, siblings, children, grandchildren, etc.) please indicate the name of the co-owner.

Name of Institution and Branch Where Account was opened	Type	Account #	Ow	ner	Am	ount
Address:						
Phone:						
Are funds electronically deposited o	r withdrawn	from this account?		Yes		No
Name of Institution and Branch Where Account was opened	Type	Account #		Owner		Amount
Address:Phone:						
Are funds electronically deposited o	r withdrawn	from this account?		Yes		No
Name of Institution and Branch Where Account was opened	Туре	Account #		Ow	ner	Amount
Address:						
Phone:	· · · · · · · · · · · · · · · · · · ·					
Are funds electronically deposited o	r withdrawn	from this account?		Yes		No

#### **INVESTMENT ACCOUNTS**

• IRAs and Annuities should be listed later •

TYPE: Money Market "MM" • Investment Account "IA" • Cash Management "CM" • or Other Account "OA". (*Indicate type below for all investment and street accounts*.) If you hold individual stock certificates, please indicate those under "Stocks" on the following page. If you are named as a co-owner on any accounts owned by someone else (i.e. parents, siblings, children, grandchildren, etc.) please indicate the name of the co-owner.

Name of Brokerage Firm	Type A	Account #	Ow	ner	Am	ount
Address:		Pho	one:			
Are funds electronically deposite	ed or withdrawn f	rom this accou	nt?	Yes		No
Is this account pledged as collate	eral on any loans?	□ Yes		No		
Name of Brokerage Firm	Type	Account #		Owner		Amount
Address:						
Are funds electronically deposite			nt?	Yes		No
Is this account pledged as collate	eral on any loans?	□ Yes		No		
Name of Brokerage Firm	Туре	Account #		Owner		Amount
Address:		Pho	one:			
Are funds electronically deposite	ed or withdrawn f	rom this accou	nt? 🗖	Yes		No
Is this account pledged as collate	eral on any loans?	□ Yes		No		

<b>TOTAL</b>	lacktreep
IUIAL	T)

#### **STOCKS**

Please indicate any **stock certificates** that are in your possession. Stock owned in a family business or non-publicly-traded company should be listed under "Corporate and Professional Business Interests." Stocks held in a **Street Account** or **Investment Account** should be listed under "Investment Accounts". If you are named as a co-owner on any stocks owned by someone else (i.e. parents, siblings, children, grandchildren, etc.) please indicate the name of the co-owner.

Name of Stock	Number of Shares	Owner	Fair Market Value
Please provide name and address of Name:			
Address:		Phone:	
Is this stock pledged as collateral or		□ No	
Name of Stock	Number of Shares	Owner	Fair Market Value
Please provide name and address of Name: Address:		Phone:	
Is this stock pledged as collateral or	n any loans?   Yes	□ No	
Name of Stock	Number of Shares	Owner	Fair Market Value
Please provide name and address of Name:	• •	Phone:	
Is this stock pledged as collateral or		□ No	

TOTAL \$

#### PERSONAL EFFECTS

TYPE: Major personal effects such as motor vehicles, boats, and all other valuable non-business personal property. (*Indicate type below and give a lump sum value for miscellaneous items.*)

Туре	Owner	Value	Indicate Primary Driver for Automobiles	Is there a lien against the Asset?
				□ Yes □ No
				□ Yes □ No
				☐ Yes ☐ No
				□ Yes □ No
				□ Yes □ No
				□ Yes □ No
				□ Yes □ No
			TOTAL	<b>.</b> \$

#### **RETIREMENT PLANS**

TYPE: Profit Sharing (PS) • H.R. 10 • IRA • SEP • 401(k) (*Indicate type below*.) Please provide a copy of your Retirement Plan Summary Agreement.

\*Current Beneficiary Designations should be supplied to the office.

Company Name	Type of Plan	Owner	*Beneficiary Upon Your Death	Value
Account #				
Address:		PI	none:	
Are you currently re	ceiving benefits fro	m this plan? 🗆 Yes	s 🗆 No	
Company Name	Type of Plan	Owner	Beneficiary Upon Your Death	Value
Account #				
Address:		PI	10ne:	
Are you currently re	ceiving benefits fro	m this plan? 🗆 Yes	s 🗆 No	
Company Name	Type of Plan	Owner	Beneficiary Upon Your Death	Value
Account #				
Address:		PI	10ne:	
Are you currently re	ceiving benefits fro	m this plan? 🗆 Yes	s 🗆 No	

TOTAL	<b>\$</b>

#### **PENSION PLANS**

Company Name	Account #	Owner	Beneficiary Upon Your Death	Value
			one:	
Are you currently red	ceiving benefits from t	nis plan? U Yes	⊔ No	
Company Name	Account #	Owner	Beneficiary Upon Your Death	Value
Address:		Pho	one:	
Are you currently red	ceiving benefits from t	his plan? 🗆 Yes	□ No	
Company Name	Account #	Owner	Beneficiary Upon Your Death	Value
Address:		Pho	one:	
Are you currently red	ceiving benefits from t	his plan? 🗆 Yes	□ No	
Company Name	Account #	Owner	Beneficiary Upon Your Death	Value
Address:	_	Pho	one:	
Are you currently red	ceiving benefits from t	his plan? 🗆 Yes	□ No	

#### **INSURANCE POLICIES**

TYPE: Term • Whole life • Variable or Universal life • Split dollar • Group life • Second-To-Die • Disability • Long Term Care (*Indicate type of policy below. If a corporation or company owns the policy or pays the premium on the policy, write "Corporation"*).

\*Current Beneficiary Designations should be supplied to the office. Company Name Insured Policy # Owner Type of Face Cash **Policy** Amount Value Address: Phone: Agent: Primary Beneficiary: Secondary Beneficiary: Insured Policy # Owner Type of Cash **Company Name** Face Policy Value Amount Address: Phone: Agent: Primary Beneficiary: Secondary Beneficiary: Policy # Type of Company Name Insured Owner Face Cash Policy Amount Value Phone: Agent: Address:\_\_\_\_ Primary Beneficiary: Secondary Beneficiary: Policy # Type of Company Name Insured Owner Face Cash **Policy** Amount Value Phone: Agent:\_\_\_\_ Address:\_\_\_\_\_ Primary Beneficiary: Secondary Beneficiary: Face Amount TOTAL \$

Are any of the above referenced insurance policies pledged as collateral on any loans? \(\sigma\) Yes \(\sigma\) No

#### **ANNUITIES**

Please provide a copy of each annuity contract.

Company Name	Annuitant	Account #	Owner	Face Amount \$\$	Cash Value
Address:		Phone:			
Agent:	_				
Primary Beneficiary:_		Seconda	ry Beneficiary:		
Are you receiving any regula If "yes", do the distributions ☐ Survivorship ☐				□ No □ No	
Company Name	Annuitant	Account #	Owner	Face Amount \$\$	Cash Value
Address:		Phone:			
Agent:	_				
Primary Beneficiary:_		Seconda	ry Beneficiary:		
Are you receiving any regula If "yes", do the distributions  Survivorship				□ No □ No	
Company Name	Annuitant	Account #	Owner	Face Amount \$\$	Cash Value
Address:		Phone:			
Agent:	_				
Primary Beneficiary:_		Seconda	ry Beneficiary:		
Are you receiving any regula If "yes", do the distributions  Survivorship				□ No □ No	

Company Name	Annuitant	Account #	Owner	Face Amount \$	Cash Value
Address:		Phone:			
Agent:	_				
Primary Beneficiary:		Secondary	Beneficiary:		
Are you receiving any regula If "yes", do the distributions  Survivorship				□ No □ No	

#### **BONDS**

TYPE: US Savings Bonds

Corporate Bonds • Municipal Bonds • Treasury Bills (*Indicate type below*.) If you are named as a co-owner on any bonds owned by or with someone else (i.e. parents, siblings, children, grandchildren, etc.) please indicate the name of the co-owner.

Туре	Owner	Face Value	Social Security # on Bond Face

<b>TOTAL</b>	\$
$\mathbf{I} \cup \mathbf{I} \cap \mathbf{L}$	Ψ

## MONIES OWED TO YOU

TYPE: Promissory notes payable to you • Other monies owed to you (Please provide a copy of any promissory notes.)

Name of Debtor	Date Due	Owed To	<b>Current Balance</b>	Promissory Note
				□ Yes □ No
				□ Yes □ No
				□ Yes □ No
				□ Yes □ No

<b>TOTAL</b>	\$
IUIAL	Ψ

#### **PARTNERSHIP & LLC INTERESTS**

TYPE: General and Limited Partnerships. Please list the percentages that you own.

(Please provide a copy of the Partnership Agreement.)

Name of Partnership or LLC				
Owners	Value			
Who holds Partnership or LLC papers	Phone:			
Is this a "Professional" Partnership or LLC?	□ Yes □ No			
Entity Type: 🗆 General Partnership 🗅 Limited Pa	artnership 🗖 Limited Liability Company			
	Name of General Partner or Managing Member			
Name of Partnership or LLC				
Owners	<u>Value</u>			
Who holds Partnership or LLC papers	Phone:			
Is this a "Professional" Partnership or LLC?	□ Yes □ No			
Entity Type:   General Partnership   Limited Pa	Entity Type: 🗆 General Partnership 🗅 Limited Partnership 🗅 Limited Liability Company			
Name of General Partner or Managing Member		_		

#### **CORPORATE BUSINESS INTERESTS**

TYPE: Privately owned (non-publicly traded) stock. (Please provide a copy of your Corp. book and any Buy/Sell agreements, if applicable.)

Company	Address	Phone:
Number of Shares	% o	f Ownership
Owner		Value
Is there a Buy/Sell Agreen	nent □ Yes □ No	Is this an "S-Corporation" ☐ Yes ☐ No
Is this a "Professional" Co	orporation? 🗆 Yes 🖵 I	No
Company	Address	Phone:
Number of Shares	% o	f Ownership
Owner		Value
Is there a Buy/Sell Agree	nent □ Yes □ No	Is this an "S-Corporation" ☐ Yes ☐ No
Is this a "Professional" Co	orporation? □ Yes □ N	No

#### **SOLE PROPRIETORSHIP INTERESTS**

TYPE: All assets owned by you in a sole proprietorship type of business.

Name of Business	<b>Description of Business</b>	Owner	Value	
Is this a "Professional" Business?	☐ Yes ☐ No			
Business Insurance Agent	Phone	Policy #		
Address	City	StateZip		
Name of Business	<b>Description of Business</b>	Owner	Value	
Is this a "Professional" Business?	☐ Yes ☐ No			
Business Insurance Agent	Phone	Policy #		
Address	City	StateZip		
Name of Business  Is this a "Professional" Business?  Business Insurance Agent	Description of Business  U Yes U No Phone	Owner Policy #	Value	

# ANTICIPATED INHERITANCE, GIFT, OR LAWSUIT JUDGMENT

TYPE: Gifts or inheritances that you expect to receive at some time in the future; or monies that you anticipate receiving through a judgment in a lawsuit.

Description	·	Value	·	
Description		v aruc		
	_			
	_			
Description		Value		
Description		value		
	_			
	_			
Description		Value		
Description		, mac		
	_			
	_			

# OIL, GAS AND MINERAL INTERESTS

TYPE: Lease • Overriding royalty • Fee mineral estate • Working interest • Pooling agreement, etc. (Please provide copy of Agreement, Certificate, or Deed.)

Company	Type	Name		
Address		City	State	Zip
County		Phone #		
Owner		Value		
Company	Type	Name		
		City		
		Phone #		
		Value		
		<u> </u>		
		Name		
		City		
County		Phone #		
Owner		Value		

#### **OTHER ASSETS**

TYPE: Any property you own that does not fit into any other listed category.

Description	Owner	Value

TOTAL \$	
IUIIIU	

#### **REAL PROPERTY**

TYPE: Land • Buildings • Homes • Time shares. TYPE OF OWNERSHIP: Joint Tenants with survivorship rights (JTWROS) • Tenants in common (TC) • Tenancy by the entireties (TBE) (Please provide a copy of the Deed or Agreement relating to each property.)

Address	Owner	Mortgage Amount	Fair Market Value	
CityStateZip				
County	_			
Do you have a mortgage? 🗆 Yes 📮 No				
Lender	Loan #			
Address	_			
Home Insurance Agent				
Company	I	Policy #		
Address City	S	tate Zip		
What year did you buy this property?	_ How much did	l you pay?		
Please provide a copy of your Title Insurance Policy				
	Owner	Mortgage	Fair Market	
Address		Amount		
CityStateZip				
County				
Do you have a mortgage? ☐ Yes ☐ No				
	-			
Do you have a mortgage? ☐ Yes ☐ No	Loan #			
Do you have a mortgage? ☐ Yes ☐ No Lender	Loan #			
Do you have a mortgage? ☐ Yes ☐ No  Lender Address	Loan #  Phone			
Do you have a mortgage?	Loan #  Phone I	Policy #		
Do you have a mortgage?	Loan # Phone S	Policy # tate Zip		

Address	Owner	Mortgage Amount	Fair Market Value
CityStateZip			
County			
Do you have a mortgage? 🗆 Yes 📮 No			
Lender	Loan #		
Address			
Home Insurance Agent	Phone		
Company	F	Policy #	
Address City	S	tateZip	
What year did you buy this property?	How much did	you pay?	
Please provide a copy of your Title Insurance Policy			

ASSETS*	Name:	Name:
	$\boldsymbol{A}$	MOUNT
Cash Accounts		
Investment Accounts		
Stocks		
Personal Effects		
Retirements Plans		
Pension Plans		
Life Insurance Policies		
Annuities		
Bonds		
Monies Owed to You		
Partnership & LLC's Interests		
Corporate Business Interests		
Sole Proprietorship Interests		
Anticipated Inheritance, Gift, or Judgment		
Oil, Gas, and Mineral Interests		
Other Assets		
Real Property		
TOTAL ASSETS		
	-	
LIABILITIES	Name:	Name:
	A	MOUNT
Loans payable		
Accounts payable		
Real estate mortgages payable		
Loans against life insurance		
Unpaid taxes		
Other obligations		
TOTAL LIABILITIES		
NET ESTAT	TE	1
ANNUAL INCOME		

<sup>\*</sup> The value of assets owned in co-ownership with a spouse should be divided equally between the two columns. If an asset is owned in co-ownership with someone other than a spouse, the full value of that asset should be reported under that person's column.