



Daniel P. Seink Co., Ltd.

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Documents/Information to Prepare for the Consultation

____ Legal Documents:

Any current legal documents such as trusts, wills, financial powers of attorney, health care powers of attorney, living wills, pre-marital agreements, separation and divorce papers, adoption and guardianship papers, etc.

____ Real Estate:

For each parcel, the most recent deed (whether warranty, quit-claim, survivorship, certificate of transfer or affidavit of surviving tenant, but NOT mortgage deed) and a recent property tax bill.

____ Investment Documents:

Recent statements from checking, savings and money market accounts, mutual fund and brokerage accounts, treasury accounts, copies of passbooks and CD's (if not included in a statement), stock certificates and dividend reinvestment plan account statements, municipal and corporate bonds, government bonds, annuities, and, promissory and cognovit notes due you.

____ Retirement Programs:

Recent statements from any IRA, Keogh, SEP, Profit Sharing, 401(k), 403(b), TSA, and ESOP.

____ Insurance and Annuity Policies:

Annual statement and original policy. For group policies, the schedule of benefits.

____ Business Interests:

Corporate record book, including stock certificates of closely held business, partnership agreements and oil and gas leases.

____ Income:

Any papers necessary to verify all sources of regular, non-investment income such as retirement and disability pensions, social security, railroad retirement, SERS, STRS, PERS, etc., including any deductions taken before payment.

____ Federal Income Tax Returns:

Last three years tax returns. For the most recent return (1040 and all schedules).

____ Debts:

Original documents evidencing debts owed separately and jointly, including mortgages, car loans, credit card balances and promissory notes. Current balances will be required.

____ Expenses:

Medical insurance premiums, prescriptions, rent, vendor payment for facility care, mortgage payments, etc.

____ Gifts:

Deeds, statements, checkbook registers or other papers evidencing any transfers (other than to a spouse) in excess of one thousand dollars (\$1,000) within the previous sixty months.

____ Residential Agreements:

Rental agreements, lease agreements, and admission papers for assisted living and nursing homes.