



**CONFIDENTIAL**  
**SUPPLEMENTAL NEEDS TRUST PLANNING QUESTIONNAIRE**

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DATE COMPLETED: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Are you a current client?                      Yes \_\_\_\_\_                      No \_\_\_\_\_

**If you are completing this form for someone other than yourself and/or your spouse:**

Address of person completing form: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to person(s) described below: \_\_\_\_\_  
\_\_\_\_\_

**SECTION 1. PERSONAL INFORMATION**

If the individual for whom this is being completed is single, widowed, or an unmarried minor, complete only appropriate sections.

	<u>Father</u>	<u>Mother</u>
Full Name:	_____	_____
Address:	_____ _____	_____ _____
Home Telephone:	_____	_____
Business Telephone:	_____	_____
Date of Birth:	_____	_____
U.S. Citizen	Yes _____ No _____	Yes _____ No _____
Social Security No.:	_____	_____

**CHILDREN, GRANDCHILDREN AND/OR RELATIVES**

**1. Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ US Citizen: Yes \_\_\_\_ No \_\_\_\_  
Tel No.: Home: \_\_\_\_\_ Wk: \_\_\_\_\_ Cell: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**2. Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ US Citizen: Yes \_\_\_\_ No \_\_\_\_  
Tel No.: Home: \_\_\_\_\_ Wk: \_\_\_\_\_ Cell: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**3. Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ US Citizen: Yes \_\_\_\_ No \_\_\_\_  
Tel No.: Home: \_\_\_\_\_ Wk: \_\_\_\_\_ Cell: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**4. Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ US Citizen: Yes \_\_\_\_ No \_\_\_\_  
Tel No.: Home: \_\_\_\_\_ Wk: \_\_\_\_\_ Cell: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**5. Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ US Citizen: Yes \_\_\_\_ No \_\_\_\_  
Tel No.: Home: \_\_\_\_\_ Wk: \_\_\_\_\_ Cell: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**SECTION 2. DISABILITY**

What is the name of the family member with a disability? \_\_\_\_\_

Describe the nature of the disability:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE FOLLOWING SECTION REQUESTS INFORMATION CONCERNING THE INDIVIDUAL WITH THE DISABILITY. LATER IN THE QUESTIONNAIRE YOU WILL BE ASKED FOR INFORMATION PERTAINING TO YOU AND OTHER FAMILY MEMBERS.**

**SECTION 3. INCOME**

*List below any income that the disabled individual currently receives.*

**Fixed Monthly:**

Wages \$ \_\_\_\_\_  
Describe the type and place of employment: \_\_\_\_\_  
\_\_\_\_\_

Social Security (including SSDI) \$ \_\_\_\_\_  
Supplemental Security Income \$ \_\_\_\_\_  
Other private or government benefits (describe):

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL INCOME: \$ \_\_\_\_\_

**SECTION 4. ASSETS/RESOURCES**

**Cash, CDs and Bank Balances:**

<u>Name of Bank/Branch</u>	<u>Account No.</u>	<u>Type of Account</u>	<u>Balance</u>	<u>How Title Held</u>

**Securities (Bonds, Mutual Funds, Marketable Securities, etc.):**

(or attach account statement)

<u>Company or Issuer</u>	<u># of Shs. or Face Value</u>	<u>Approx. Value Per Share</u>	<u>How Title Held</u>

<u>Company or Issuer</u>	<u># of Shs. or Face Value</u>	<u>Approx. Value Per Share</u>	<u>How Title Held</u>

**Other (please explain and provide value of asset):**

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Is the disabled individual expecting to receive any inheritances or current gifts (eg. From a grandparent, sibling, etc.)? If so, please describe the possible source and expected amount:

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**SECTION 5. HEALTH AND OTHER INSURANCE**

Is the disabled individual covered under a private health insurance policy? Yes \_\_\_\_\_ No \_\_\_\_\_

Whose policy? \_\_\_\_\_

Currently receiving Medicare? Yes \_\_\_\_\_ No \_\_\_\_\_

Currently receiving Medicaid? Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION 6. RESPONSIBLE PERSONS**

Who now has “assistance” responsibilities (i.e., are any family members or other individuals providing any type of care to the individual needing assistance)? If different from person completing this form, please list name, phone number, and relationship to the person providing the care:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 7. CURRENT CARE PROVIDERS/COUNSELORS**

Primary Care Physician:

Physician’s Name: \_\_\_\_\_

Specialty: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Business Telephone: \_\_\_\_\_

Is the individual needing care currently receiving case management services? If so, please provide:

Name of current case manager: \_\_\_\_\_

Organization: \_\_\_\_\_

Is the individual needing care currently receiving services through a waiver with the Department of Health of Office of Mental Retardation and Developmental Disabilities?

DOH \_\_\_\_\_ OMRDD \_\_\_\_\_

If so, when were wavered services first approved? \_\_\_\_\_

Describe the services currently being provided under the Waiver:

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**THIS SECTION REQUESTS INFORMATION ABOUT THE PARENTS/CAREGIVERS OF THE INDIVIDUAL WITH THE DISABILITY**

	<u>Father</u>	<u>Mother</u>
Job/Position:	_____	_____
Approximate Annual Income:	_____	_____
Health Problems:	_____	_____
	_____	_____

**SECTION 8. PROFESSIONAL ADVISORS**

Other Attorney: \_\_\_\_\_

Tax Advisor: \_\_\_\_\_

Financial Planner: \_\_\_\_\_

**SECTION 9. ASSETS AND LIABILITIES**

**Cash, CDs and Bank Balances:**

<u>Name of Bank/Branch</u>	<u>Account No.</u>	<u>Type of Account</u>	<u>Balance</u>	<u>How Title Held</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Securities (Bonds, Mutual Funds, Marketable Securities, etc.):**

(or attach account statement)

<u>Company or Issuer</u>	<u># of Shs. or Face Value</u>	<u>Approx. Value Per Share</u>	<u>How Title Held</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**IRA, Keogh, and/or Other Retirement Plans (provide copies of plan documents and beneficiary designations):**

<u>Company</u>	<u>Name(s) on Account</u>	<u>Amount</u>	<u>Beneficiary</u>
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**Life and Accident Insurance & Annuities:**

<u>Description (Co. &amp; Type of Contract)</u>	<u>Policy No.</u>	<u>Owner</u>	<u>Primary &amp; Contingent Beneficiary</u>	<u>Present Cash Value</u>	<u>Face Amount of Death Benefit</u>
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**Real Estate:** *Please provide us with a copy of the deed and most recent tax bill.*

<u>Description (Location)</u>	<u>Title Held</u>	<u>Cost/Basis</u>	<u>Encumbrances</u>	<u>Market Value</u>
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**Personal Property:**

Do you own any personal property of special value (eg. Antiques, paintings, etc.)? If so, please explain:

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**Employee Benefits (if you are currently collecting retirement or disability benefits):**

To Whom Paid?

Monthly Amount

Beneficiary

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**Rights or Interests in Trusts, Estates, or Prospective Inheritance (please bring a copy of the instrument, if available):**

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**SECTION 10. PRIOR GIFTS**

Have you ever made gifts to any one person in a calendar year between 1932 and 1981 greater than \$3,000/year or after 1981 having a value greater than \$10,000 or more?

Yes  No

Have you and your spouse jointly made gifts to any one person in a calendar year between 1981 and 2002 having a value greater than \$20,000? Yes  No

Have you and your spouse jointly made gifts to any one person in a calendar year between 2002 and 2005 having a value greater than \$22,000? Yes  No

Have you and your spouse jointly made gifts to any one person in a calendar year after 2005 having a value greater than \$24,000? Yes  No

If so, were gift tax returns filed? Yes  No

Beneficiary

Date of Gift

Amount of Gift

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**CHECKLIST OF ITEMS TO BRING TO OUR OFFICE**

**Check if you have any of the following instruments, and provide copies of same.**

<u>Father</u>	<u>Mother</u>	
_____		Prior Will
_____		Existing Trust documents where you are donor or beneficiary
_____		Power of Attorney
_____		Living Will and/or Health Care Proxy
_____		Life Insurance Policies
_____		Deeds to Real Property
_____		Recent Tax Bill associated with Deeds
_____		Real Property Appraisals, if any
_____		Prior Gift Tax Returns
_____		Last Federal Income Tax Return
<u>Qualified Plan/IRA documents, including the following:</u>		
_____		Plan and Amendments
_____		Summary Plan Description and any material modifications
_____		Summary Annual Report (SAR)

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