



WILLS, ESTATE, PROBATE, AND TRUST SUPPLEMENT (“WEPT”)

Firm Name: \_\_\_\_\_ Policy Number \_\_\_\_\_

Please complete the following for work performed within the last twelve (12) months

Questions 1-3 must total 100%

- 1. What percentage of the firm’s WEPT practice is devoted to Estate Planning? Please check ‘Yes’ or ‘No’ for type of work performed by firm under Estate Planning:

Table with 2 columns: Description and %. Rows include Estate Planning definition, Will Drafting, Trust Drafting and Advice, Private Business Succession and Tax Planning, Medical Directives, Power Of Attorney, and Other (please describe).

- 2. What percentage of the firm’s WEPT practice is devoted to Estate Administration/Probate? Please check ‘Yes’ or ‘No’ for type of work performed by firm under Estate Administration/Probate:

Table with 2 columns: Description and %. Rows include Estate Administration/Probate definition, Probate/Estate Administration, Inheritance Tax Compliance, and Trust Administration.

- 3. What percentage of the firm’s WEPT practice is devoted to Estate Litigation? Please check ‘Yes’ or ‘No’ for type of work performed by firm under Estate Litigation:

Table with 2 columns: Description and %. Rows include Estate Litigation definition, Will Contests, Probate Litigation, Trustee Liability, Executor Liability, Trust Litigation (construing or reforming terms), and Other (please describe).



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- 4. Does the firm provide tax and investment advice in connection with estate planning (as defined above)? Yes No
  - a. If yes, does the firm have in-house accountants or consultants to assist with the preparation of tax returns? Yes No
  - b. If yes, does the firm retain outside accountants or advisers concerning tax or investment advice? Yes No
- 5. Does the firm’s engagement letter make clear whether or not tax and investment advice is being provided? Yes No
- 6. Does the firm prepare final income tax returns or estate income tax returns (federal and state)? Yes No
  - a. If yes, does the firm have in-house accountants or consultants to assist with the preparation of tax returns? Yes No
  - b. If yes, does the firm retain outside accountant or consultants to assist with the preparation of tax returns?  Yes  No
- 7. Does the firm:
  - a. Represent both the Testator/Decedent and Beneficiaries of an estate?  Yes  No
  - b. Serve as Executors or Personal Representatives of a client’s estate?  Yes  No
  - c. Serve as Trustee of client trust?  Yes  No
  - d. Have procedures in place to audit or reconcile trust accounts that the firm serves as Trustee?  Yes  No
  - e. Have procedures in place to monitor trust activity?  Yes  No
  - f. Have authority to write checks in connection with any services as an Executor or Trustee?  Yes  No
    - i. If yes, are dual or countersignatures required?  Yes  No

8. With regard to firm’s handling of **Estate Planning** and **Estate Administration**, please breakdown values of estates by percentage:

Value of Estate	% of Estate Planning and Administration
< 1M	%
1M – 5M	%
> 5M	%
<b>Must Equal 100%</b>	%

Signature of Partner/Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_