WILLS, ESTATE, PROBATE, AND TRUST SUPPLEMENT ("WEPT")

Firm Name:____Policy Number_____________________________

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

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**:

Estate Planning: Includes all financial planning and opinions relating to estate creation and financial planning, including drafting opinion letters, the drafting of wills, trusts, powers of attorney, advance directives and other related documents.		%
Will Drafting	☐Yes	☐No
Trust Drafting and Advice (Living, Gift, Life Insurance, Charitable, Special Needs)	☐Yes	☐No
Private Business Succession and Tax Planning	☐Yes	☐No
Medical Directives	☐Yes	☐No
Power Of Attorney	☐Yes	☐No
Other (please describe)	☐Yes	☐No

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**:

Estate Administration/Probate: Includes executing duties as an administrator, executor, or personal representative, or representation of a third-party in one of these roles.		%
Probate/Estate Administration: Validity of will in probate court, preparing probate documents, gathering the assets of the estate, paying the decedent's debts, and distributing remaining assets, appointing conservator or guardian's for incompetent person, making insurance claims, monitoring investments.	☐Yes	☐No
Inheritance Tax Compliance: Preparation of final income tax returns and the estate's income and federal and state estate tax returns.	☐Yes	☐No
Trust Administration: Advise and consult concerning the discharge of the trust's terms, consult with beneficiaries concerning trust administration matters acting as a named trustee or acting as counsel advising a named trustee, this category does not include drafting documents creating a trust but does include drafting documents in the active administration of an existing trust or the representation of a trustee.	☐Yes	☐No

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**:

Estate Litigation: Representation of any party to a will contests, guardianship proceeding, contests and modifications to trusts, or any other representation in an adversarial proceeding		%
Will Contests	☐Yes	☐No
Probate Litigation	☐Yes	☐No
Trustee Liability	☐Yes	☐No
Executor Liability	☐Yes	☐No
Trust Litigation (construing or reforming terms)	☐Yes	☐No
Other (please describe)	☐Yes	☐No

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
   c. Does the firm's engagement letter make clear whether or not tax and investment advice is being provided? ☐Yes ☐No

5. 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

6. 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

7. 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	%

Signature of Partner/Officer: ____________________________Date: _________Print Name: ____________________________