



## ESTATES & TRUSTS – SUPPLEMENTAL APPLICATION

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

Lawyers Mutual’s Risk Management Handout regarding this topic can be found [here](#).

1. Identify the attorneys in the firm who handle Estates & Trusts.

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

2. Is your practice limited to preparing simple wills?

YES  NO

If yes, please complete questions 3a, 4, and 5, and sign and date.

If no, please complete all questions below.

3. Does the firm send engagement letters defining the scope of representation\* when representing:

a. an individual in estate and/or tax planning, including the preparation of wills and trusts?

YES  NO

If no, what documentation do you use?

b. the personal representative or the estate in an estate administration?

YES  NO

If no, what documentation do you use?

\*You should set forth in detail the scope of your representation in a written retainer agreement before you begin any work. Fee agreements alone are not sufficient. Examples of engagement letters can be found on our website or [here](#).

4. Does the firm use disengagement/closing letters\* when the attorney concludes the requested services?

YES  NO

\*This letter should clearly state that any additional tasks – changing beneficiaries, re-titling accounts into a trust, etc. – are the client’s responsibility unless they contact your firm to do the work. Examples of disengagement/closing letters can be found on our website or [here](#).

5. How many estate tax returns did the firm prepare/file\* in the past 12 months?

a. 0

b. 1-5

c. 6-10

d. >10

\*If you are not the preparer of the estate tax return but are responsible for filing the return, an agreement with the preparer should be made stating they are responsible for timely preparation and will provide you with the date for filing. An example of this agreement can be found on our website or [here](#).

OVER

6. How many estate tax returns has the firm prepared/filed in the last three years? \_\_\_\_\_  
(an estimate is sufficient should exact information not be available)
7. In estates subject to federal estate tax where you do not assume responsibility for preparing estate tax returns, do you notify the personal representative/estate in writing that you are not responsible for preparing or filing the returns and are not responsible for any deadlines associated with these returns?  
YES  NO
8. Please estimate the percentage of your estate planning work for individual clients with a net worth that falls within the categories below:
- |                       |       |   |
|-----------------------|-------|---|
| a. Less than \$5M     | _____ | % |
| b. \$5M - \$10M       | _____ | % |
| c. Greater than \$10M | _____ | % |
9. Please estimate the percentage of your Estates & Trusts administration work that falls within the categories below:
- |                       |       |   |
|-----------------------|-------|---|
| a. Less than \$5M     | _____ | % |
| b. \$5M - \$10M       | _____ | % |
| c. Greater than \$10M | _____ | % |
10. Do services for any Estates & Trusts clients include investment or valuation decisions regarding the purchase or sale of:
- |                       |                              |                             |
|-----------------------|------------------------------|-----------------------------|
| a. securities?        | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b. real estate?       | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| c. other investments? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

(including insurance)

If yes, do you advise the client to retain a qualified professional for advice in making investment, sale, purchase, and valuation decisions?

YES  NO

If no, please explain.

This Supplemental Application is part of, and is incorporated by reference into, the Application for Lawyers Professional Liability Insurance submitted by the firm designated above. The individual signing below for the firm certifies that each attorney listed in response to Question 1 of this Supplemental Application has seen a copy of this completed Supplemental Application and agrees that all of the responses provided herein are true and correct.

\_\_\_\_\_  
Signature of Partner, Director, Officer or Owner

\_\_\_\_\_  
Date