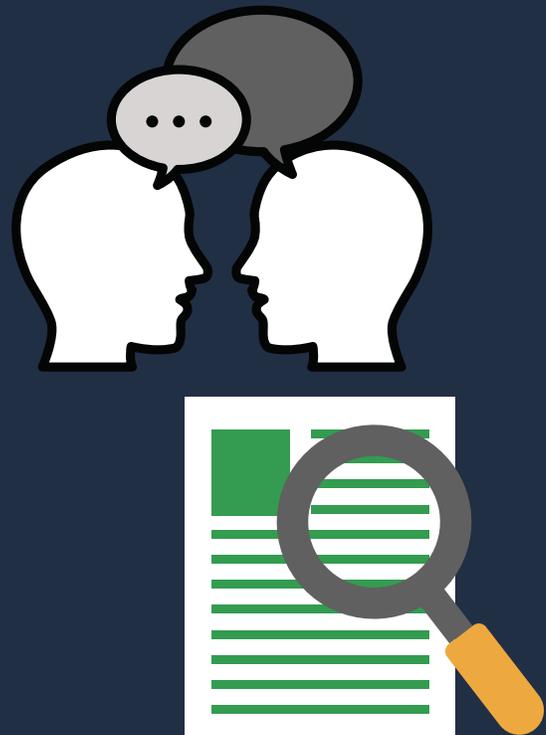


C.

SUCCESSION PLAN WORKSHEET

The Succession Planning Worksheet is designed to help you organize the information you will need to gather to create a succession plan. It will be one place that has the information to take with you when you meet with a lawyer or accountant.



Succession Plan Worksheet

1) Identify the corporate entity type (Sole Proprietor, Partnership, LLC, Corporation):

2) List the first and last names of the owners, percentage of ownership, and evidence of ownership, and marital status of the owners below:

Name (First and Last of Owners)	Percentage of ownership	Documentation of ownership	Married (Y/N)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3) List of all family members involved in the business and their roles:

4) List the individuals you would like to have management power:

5) List the individuals you would want to own your business in the future:

6) Are all of the company's assets and liabilities in the name of the company (check one): YES NO UNSURE

7) Do you have a lease or own real property:

8) Value of the business:

9) Tax Basis in business: Est. of amount of built-in gain:

10) List any restrictions on transfers in the governing documents:

11) If there are no restrictions on transfers in the governing documents, should there be and what types of restrictions would you like to have on transfers (Ex: I don't want my son John to manage the restaurant):

12) List the size of your estate or your net worth approximately:

13) Does your estate have any enough cash to pay estate tax without having to sell the entity: YES NO

14) Do you have life insurance: YES NO

15) Does purchasing life insurance make sense to provide liquidity: YES NO

16) Can you afford to forgo income in the business if a transfer is made during life: YES NO

***If you don't know the answers to any of the above questions, below are other questions to raise with your accountant, financial planner, or lawyer.**

1) What are the estate, gift, and income tax consequences of transferring the interest during life or at death?

2) How is your company taxed/Tax status elections made? _____

In addition to the questions above, you may want to consider the following:

- Discussing your succession plan and intentions with your family and other owners.
- Determine how the company will handle the succession plan, e.g. whether employees should be informed.
- Begin training a successor or identifying a buyer.
- Compile a list of the company's accounts and passwords.
- Compile a list of vendors, supplies, and professionals that the company uses with their contact information.