

THOMPSON & TIEMANN LLP
attorneys and counselors at law

**Documents Needed for
Long Term Care Planning**

Name: _____

Date: _____

Instructions:

Please provide this office all the following that apply to you. You may provide copies or originals. If you provide originals, they will be copied and the originals returned to you. Documents that are not readily available can be sent in after the initial conference.

List of documents required (if they apply to you):

1. Certificates of deposit (or monthly statements showing their ownership and value) and passbooks for savings accounts
2. All bank statements, copies of cancelled checks and deposit slips for the last 3 months
3. Real estate deeds & appraisals (most recent property tax appraisals, plus any other appraisals you may have) for all land, houses, condominiums and oil & mineral interests you own
4. The last 3 months' statements from mutual funds, brokers and other investment advisers; or for securities not held in accounts, provide copies of stock certificates, bonds, promissory notes, etc
5. Life insurance and annuity policies (entire policies, not just declarations pages), and statements showing most recent cash surrender values, and "snapshot date" surrender values, if applicable
6. Health and Long Term Care insurance policies and statements showing amount of premiums and who is covered. If there is not an individual policy, a description of the policy (such as may be found in an employee or retiree benefit booklet, or at least a health insurance card)
7. Prepaid funeral contracts and burial insurance policies
8. Deeds or other documents showing ownership of burial spaces
9. Proof of age (copy of driver's license, birth certificate, etc.)
10. Letters of Guardianship (if any), including order appointing guardian
11. Directive to Physicians, Health Care Power of Attorney, Durable Power of Attorney, Designation of Guardian, and any other copies of estate planning documents
12. Medicare and health insurance cards

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13. Documents pertaining to any assets worth more than \$500 that you have given away (or sold for less than fair market value) in the last five (5) years, showing asset description, value of asset, amount (if any) received, and to whom transferred. Examples: deeds, bank statements showing transfers
14. Documents showing exact amounts and sources of income--for example, most recent letter from Social Security showing amount of benefits; pay or pension stubs showing gross pay and amounts withheld
15. If you have closed any bank or savings accounts in the last (5) years, bring statements or other documents showing the name of the financial institution, account number, closing balance and when the account was closed.
16. Wills, codicils, trust agreements
17. Income tax returns for the last year
18. Gift tax returns for last 5 years
19. If you are married, Marriage Certificate, marital property agreements, adoption papers, divorce decrees
20. Employee or retiree benefit booklets and statement
21. If not otherwise provided to this office, a list of full *names, addresses, and telephone numbers* of people who have a part in your planning as executors, trustees, beneficiaries of your estate, power of attorney agents, helpers, and advisors
22. If not otherwise provided to this office, a list of full *names, addresses, and telephone numbers* of people who should be contacted in case of an emergency
23. Automobile, mobile home, recreational vehicle, boat and/or trailer title(s) or registration(s)
24. If either spouse has stayed in a "medical institution" (hospital, nursing home or rehabilitation center) continuously for 30 or more days in the past, we can prove an earlier "snapshot date", and through documentation we may be able to protect a higher amount of assets for the spouse at home. If this is the case, please provide bank statements and/or other asset statements from that time period.

If you retain us to prepare a Long Term Care Plan or Application for Medicaid, please send Thompson Tiemann copies of all monthly statements you receive for financial accounts (such as bank accounts and brokerage accounts), and all other documents showing changes in your income or assets, until eligibility is established. After that time, you will have to report to the Texas Department of Aging and Disability Services (DADS) annually; and in addition, report any change in information given in the application, such as accounts opened or closed, changes in income, buying or transferring assets (such as real property, insurance policies, etc.), inheritances, giving or receiving gifts, changes in address or living arrangements, and deaths in the family. Any such changes must be reported within 10 days to your local Medicaid eligibility specialist at DADS.

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