

Asset Inventory

It doesn't matter what the situation might be your first step in making a plan is to gather all information about your circumstances, assets, and debt.

This worksheet will help you:

- ◆ View important details about your estate.
- ◆ Make a guide for those who will be handling your affairs someday.
- ◆ Clarify your thought process on how you want your estate handled upon your passing.
- ◆ Provide your attorney a head start on preparing your estate plans.

Things to keep in mind:

- ◆ Try to complete as much inventory as possible. If needed you can come back and fill out any missing information.
- ◆ If taking inventory as a couple and have significant property that are separate. It might be easier to complete two separate worksheets.
- ◆ If additional space is required, just add an extra sheet as needed.
- ◆ Keep a copy somewhere safe where only someone you trust can access it.

Profile Name



Background Information

Full Name: _____

Spouse's Full Name: _____

Do You Have a Will? Yes No

⇒ Location of Will: _____

Do You Have a Safety Deposit Box? Yes No

⇒ Bank Contact Info: _____ Location of Key: _____

Attorney's Name _____ Phone Number _____

Accountant's Name _____ Phone Number _____

Financial Advisor's Name _____ Phone Number _____

Beneficiary/Beneficiaries

Name & Contact Info	Date of Birth	SSN	Relationship	Percentage (%)	Type

Bank Accounts

Bank Account Info	Titling ¹	Account # & Type	Contact Info	Fair Market Value
Total of Bank Accounts				

Brokerage Accounts

Brokerage Firm Contact Info	Titling ¹	Account #	Contact Info	Fair Market Value
Total of Brokerage Accounts				

¹Titling Abbreviations: IND for Individual, JTWR0S for Joint Tenancy with Rights of Survivorship, and TIC for Tenants in Common.



Individual Retirement Accounts

Investment Firm Contact Info	Type ² & Account Number	Account Owner	Beneficiary	Fair Market Value
Total of Individual Retirement Accounts				

²Individual Retirement Account types include IRAs,

Employer-Sponsored Retirement Plans & Benefits

Type	Account #	Employer Plan Contact Info	Monthly Payout Amount	Account Value
Employer-Sponsored Plan ³				
Employer-Sponsored Plan ³				
Employee Stock Option				
Social Security Eligible				
Pension/Profit-Sharing				
Social Security Benefits				
Total of Employer-Sponsored Retirement Plans & Retirement Benefits				

³Employer-Sponsored Retirement Plans include 401(k), SEP, SIMPLE, 403(b), and 457 Plans

Insurance

Insurance Firm Contact Info	Policy # & Type ⁴	Policy Owner	Contact Info	Net (of Loans) Face Amount
Life				
Medical				
Disability				
Homeowners/Renters				
Auto				
Total of Insurance: Net Face Amount				

⁴Insurance policy types include GRP for group term, IND for individual term, WHL for individual whole life (cash value), and SUV for survivorship (second to die)

Business Interests

Business Contact Info	Titling ¹	Ownership %	Entity Type	Fair Market Value
Total Business Interests				



Securities in Physical Certificate Form

Name of Stock, Bond, Etc.	Location of Certificate	CUSIP ⁵	Number of Shares	Fair Market Value
Total of Securities in Certificate Form				

⁵CUSIP No.: This is an identification number assigned to issues of stocks and bonds and usually found on the certificate near the number of shares.

Real Estate

Type of Property & Location	Titling ¹	Fair Market Value	Mortgage	Value (Net of Mortgage)
Total Real Estate				

Debt Owed to You

Borrower	Contact Info	Notes	Balance Outstanding
Total of Debt Owed to You			

Personal Property

Type	Titling ¹	Description	Fair Market Value
Total of Personal Property			

Unsecured Debts

Lender Contact Info	Type ⁶	Balance Outstanding
Total of Unsecured Debt		

⁶Unsecured Debt types include credit cards, personal lines of credit, etc.

