



Asset Inventory Summary

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:

- ◆ Organize your estate.
- ◆ Provide a guide for those who will be handling your final affairs.
- ◆ Clarify your thought process on how you want your estate handled upon your passing.
However, this does not replace your will.
- ◆ 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 additional space is required, just add an extra sheet.
- ◆ Please keep this updated and take to your annual review appointment with your advisor.
- ◆ Keep a copy somewhere safe where only someone you trust can access it.
- ◆ Please allow us to maintain a copy.

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The Retirement Shift by Kyle A. Sadler, CRC®



Background Information

Full Name: _____

Spouse's Full Name: _____

Do You Have a Will? Yes No

Do You Have a Safety Deposit Box? Yes No

Attorney's Name _____ Phone Number _____

Accountant's Name _____ Phone Number _____

Financial Advisor's Name _____ Phone Number _____

Bank Accounts

Bank Name	Account Type ¹	Phone Number

¹Checking, Savings, IRA, Roth IRA, Joint, Individual, Minor, Etc.

Brokerage Accounts

Brokerage Firm Name	Account Type ¹	Contact Person	Phone Number

Individual Retirement Accounts

Investment Firm Name	Contact Person	Phone Number

Real Estate

Type of Property & Location	Mortgage Company	Phone Number



Employer-Sponsored Retirement Plans & Benefits

Plan Type	Employer Name	Plan Provider	Phone Number
Employer-Sponsored Plan ²			
Employer-Sponsored Plan ²			
Employee Stock Option			
Deferred Compensation			
Pension / Profit-Sharing			
Veterans / Govt. Benefits			

² Employer-sponsored retirement plans include 401(k), SEP, SIMPLE, 403(b), and 457 plans.

Insurance

Insurance Type	Insurance Company Name	Policy Owner	Phone Number

Debt Owed to You

Borrower	Contact Name / Phone Number	Location of Loan Agreement

Unsecured Debts

Lender Name	Phone Number	Type ³

³Unsecured Debt types include credit cards, personal lines of credit, etc.

Business Interests

Business Name	Location of Legal Documents	Ownership %	Phone Number

