



FINANCIAL & PERSONAL ACCOUNT INVENTORY

Once completed, this document should be stored in a physically locked and secured location, or encrypted if stored digitally. Then, share the location and access information for this document with someone you trust.

DATE OF LAST UPDATE:

IMPORTANT CONTACTS

Contact	Contact Name	Assets/Legal Documents Managed	Contact Information (phone number or email)
Attorney			
Financial Advisor			
Accountant/CPA			
Insurance Broker			
Doctor			
Religious Leader			
Employee Benefits Manager			
Executor			
Trustee			



IMPORTANT DOCUMENTS



ESTATE PLANNING

Description	Date of Last Update	Location of Documents	Executor/Trustee/ Contact Person	Contact Information (phone number or email)
Will				
Trust				
Powers of Attorney				
Living Will / Health Care Directive				

INSURANCE POLICY STATEMENTS

Description	Insurance Company(s)	Location of Documents
Employer-Provided Life Insurance		
Personal Life Insurance		
Umbrella Insurance		
Disability Insurance		
Long-Term Care Insurance		
Property & Casualty Insurance		
Auto Insurance		



MISCELLANEOUS DOCUMENTS

Description	Location of Documents
Buy/Sell Agreements	
Consulting Contracts	
Deferred Compensation Plans	
Prenuptial Agreement	
Divorce Decree/ Settlement Agreements	
Organ Donation Form	
Driver's License Card & Number	
Passport and/or Citizenship Info	
Social Security Card & Number	
Military Benefits	
Cemetery Plot	
Birth Certificate	
Marriage Certificate	
Adoption Papers	
Checkbooks	



FINANCIAL INFORMATION



FINANCIAL STATEMENTS

Description	Location of Documents
Recent Federal and State Income Tax Returns	
Social Security Statements	
Investment Account Statements	
Pension Benefit Statements	
Employer Retirement Plan Statements	
Recent W2s/1099s	
Recent Paystubs	

BANKING

(e.g. Checking, Savings and Money Market Accounts)

Account Type/Number	Bank Name	Username	Password



SAFE/DEPOSIT BOX

Description	Location	Combination	Person(s) with Authority to Access

CREDIT/DEBIT CARDS

Description	PIN	Username	Password

RETIREMENT INVESTMENT ACCOUNTS

(e.g. Traditional IRAs, Roth IRAs, 401(k)s, TSA/403(b)s, 457 Plans, SEP IRAs, Simple IRAs, Profit Sharing Plans, Money Purchase Pensions Plans, etc.)

Account	Owner	Current Value

INVESTMENT ACCOUNTS

(e.g. Stocks, Mutual Funds, Real Estate Investment Trusts, Non-Qualified Annuities, Limited Partnerships, Stock Options, Deferred Compensation)

Account	Owner	Current Value



OTHER INVESTMENTS

(e.g. CDs, Savings Bonds, UTMAs, UGMAs, 529 Plans, Notes Receivable, Business Interests, Health Savings Account, etc.)

Account	Owner	Current Value

FINANCIAL SOFTWARE ACCOUNTS

Description	Username	Password
Wealth Enhancement Group Client Portal		
Intuit Quicken Software		
Mint.com		
PowerWallet.com		
Tax Preparation Software		



LOANS (MONEY OWED TO ME)

Lessee (include contact info)	Reason for Loan	Agreement Document Location	Outstanding Loan Balance	Payment Amount & Schedule

ASSETS LISTING ME AS BENEFICIARY

(i.e. Multigenerational Trusts, Life Insurance Policies, Retirement Accounts, etc.)

Description	Contact Person	Contact Information	Date of Notification	Expected Inheritance



REAL ESTATE/PERSONAL PROPERTY



PRIMARY HOME

Home Address	
Security System Password	
Garage Code	
Mortgage Company	
Mortgage Account Number	
Mortgage Balance	
Location of Deed	
HELOC (Home Equity Line of Credit)	

SECOND HOME

Home Address	
Security System Password	
Garage Code	
Mortgage Company	
Mortgage Account Number	
Mortgage Balance	
Location of Deed	
HELOC (Home Equity Line of Credit)	



OTHER PROPERTY

Location	
Description (rental property, undeveloped land, etc.)	
Mortgage Company	
Mortgage Account Number	
Mortgage Balance	
Location of Deed	
HELOC (Home Equity Line of Credit)	

AUTOMOBILES

(Including Boats, ATVs, etc.)

Type of Vehicle	Loan Company	Term (Length of Loan)	Current Balance	Location of Title



HOUSEHOLD



PERSONAL PROPERTY/VALUABLES

Type of Asset	Description	Ownership Document/Item Location	Covered Under Insurance With Rider-Appraisal	Related Contacts/ Access Information
Collectibles				
Jewelry				

CELL PHONE

Description	Passcode	Voicemail Password	Carrier & Account Number	Login Username & Password

COMPUTER/TABLET

Description	Password
Personal Computer	
Work Computer	



EMAIL/SOCIAL MEDIA

Description	Username/Email	Password
Email #1		
Email #2		
Email #3		
Facebook		
Twitter		
Instagram		
LinkedIn		

SUBSCRIPTIONS

Description	Account Number	Username/Email	Password
Cable			
Internet			
Netflix			
Amazon Prime			



