



Personal Financial Inventory

Personal Information			
Name	Social Security Number	Cell Phone Number	Email Address
You			
Spouse			
Children			

Family Advisors				
Advisor	Name	Address	Phone Number	Email Address
Accountant				
Attorney				
Doctor(s)				
Financial Planner				
Insurance Agent(s)				
Other				

Final Plans	
Funeral Directions	
Funeral Director	
Cemetery Plot & Deeds	
Burial/Cremation	
Special Requests	
Final Wishes/Letter of Instruction	

Estate Documents

Location of Documents:

Wills/ Trusts and Instructions	Law Firm:	Attorney:
Your Will/Trust		
Executor		
Trustee		
Guardian		
Spouse's Will/Trust		
Executor		
Trustee		
Guardian		
Power of Attorney	Agent:	Successor:
Health Care Power of Attorney	Agent:	Successor:
Living Will		

Life Insurance and Annuities

Location of Documents:

Advisor:			Firm:		
Institution	Insured	Policy Number	Policy Face Value	Primary Beneficiary	Contingent Beneficiary

Retirement Accounts

Location of Documents:

Advisor:			Firm:		
Institution	Ownership	Account Number	Value	Primary Beneficiary	Contingent Beneficiary

Banking & Investment Assets

Institution	Ownership	Account Number	Type	Cost Basis	Advisor

Real Estate & Business Interests

Property	Location (address)	Ownership	Mortgage	Date Acquired	Purchase Price

Debt Obligations – Mortgage, Auto Loan, Credit Cards, Etc.

Institution	Ownership	Account Number	Type	Terms

Income Sources

	Amount	Date Deposited	Bank	Advisor
Social Security				
Pension				
Investments(s)				
Employer				
Other				

Insurance

Location of Documents:

Description	Institution	Policy Number	Type	Agent
Medical				
Homeowner's				
Automobile				
Personal Liability				
Long Term Care				
Other Insured Property				

Location of Valuable Papers

Personal Location:

Birth certificates	
Marriage certificates	
Divorce certificates	
Death certificates	
Passports	
Social Security cards	
Military Papers	
Driver's License	

Personal Property

Savings bonds	
Safe deposit box and key	Bank Address:
Income tax records	
Motor vehicle title(s)	
Deed(s) to your house(s)	
Mortgage Papers	

Other Considerations:

- Writing passwords on a separate report may be a good idea but certain websites prohibit a spouse to act on a deceased spouse's personal website. Contacting the website's provider and following procedures to add a POA may be appropriate.
- Parents may wish to write a personal letter to children with special instructions, such as something to create a lasting memory.
- The data listed on this report should be shared with other family members and updated as appropriate.