

Asset & Liability Checklist

Last updated:

Review and update these pages at least annually. Print a copy and place with your existing estate documents. Be careful storing full account numbers on your computer's hard drive.

Type: Checking/Savings/etc.

Acct Ending: Last 4 #'s Location: Bank name

Owner: Husband/Wife/Joint/Trust

Bank Accounts

Type:

Acct Ending:

Location:

Contact:

Owner:

Type:

Acct Ending:

Location:

Contact:

Owner:

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Investments – Non-Qualified

These accounts are not tax-deferred. Gains in these investments are taxed annually.

Type:

Acct Ending:

Location:

Contact:

Owner:

Type:

Acct Ending:

Location:

Contact:

Owner:

Type:

Acct Ending:

Location:

Contact:

Owner:

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Investments – Qualified

These accounts are tax-deferred, such as IRA's, 401(k)'s, 403(b)'s, annuities, etc.

Type:

Acct Ending:

Location:

Contact:

Owner:

Type:

Acct Ending:

Location:

Contact:

Owner:

Type:

Acct Ending:

Location:

Contact:

Owner:

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Insurance

Include any types of insurance you might own

Type: Life insurance + amount, Homeowners, Auto, Disability, Umbrella, etc.

Type:

Policy #:

Location:

Contact:

Type:

Policy #:

Location:

Contact:

Type:

Policy #:

Location:

Contact:

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Real Estate

Address:

County:

Owner:

Realtor:

Lender:

Date Purchased:

Address:

County:

Owner:

Realtor:

Lender:

Date Purchased:

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Vehicles

Make:

Model:

Year:

Owner:

Make:

Model:

Year:

Owner:

Make:

Model:

Year:

Owner:

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Businesses Owned

Talk to an attorney or accountant regarding your business succession plans. Whatever your succession plan does not cover, list the information here.

Name:

Type:

Buy/Sell in place?

Partners:

Important contacts:

List of assets:

Bank accounts:

Instructions:

Name:

Type:

Buy/Sell in place?

Partners:

Important contacts:

List of assets:

Bank accounts:

Instructions:

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Mortgages

Lender:

Acct Ending:

Amt Owed:

Lender:

Acct Ending:

Amt Owed:

Credit Cards

Issuer:

Acct Ending:

Amt Owed:

Contact:

Issuer:

Acct Ending:

Amt Owed:

Contact:

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Other Loans

Issuer:

Type:

Acct Ending:

Amt Owed:

Contact:

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Estate Value Estimation

Estate planners typically do not need a detailed list of financial assets (unless they intend on becoming your financial planner). Your estate planner will require a rough idea of your estate's finances. Approximate your assets and liabilities and edit areas below to accurately represent your estate:

ASSETS

\$ _____ Home 1 value \$ _____ Home 1 equity
\$ _____ Home 2 value \$ _____ Home 2 equity
\$ _____ Husband's combined IRA and 401k value
\$ _____ Wife's combined IRA and 401k value
\$ _____ Other total investments including bank accounts
\$ _____ Husband's total life insurance amount
\$ _____ Husband's term life insurance amount _____ Years left
\$ _____ Wife's total life insurance amount
\$ _____ Wife's term life insurance amount _____ Years left
\$ _____ Vehicles

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LIABILITIES

\$ _____ Total mortgages outstanding:

\$ _____ Total other debts (credit cards, auto loans, etc):

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Personal Items of Financial and Sentimental Value

In this section provide a description – financial, sentimental or both - of any personal property you own for your executors, trustees and beneficiaries.

Example:

Antique Tools – Passed down by John’s great-grandfather to each succeeding generation.
Approximate value: \$300

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Monthly Expenses

If you are incapacitated, this page will help your agent named in your financial power of attorney keep your monthly expenses paid on time. If payments are made via a website, include the login and password but for safety do not store this information on your computer. Indicate if item is autopay.

Mortgage amount:

Payable to:

Address:

Date due:

Auto payment amount:

Payable to:

Mailing Address / Website:

Date due:

Credit card amount:

Payable to:

Mailing Address / Website:

Date due:

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Utility:

Mailing Address / Website:

Due date:

Utility:

Mailing Address / Website:

Due date:

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Passwords

You will not be the first nor the last person if you did not leave a list of logins and passwords to access your electronic devices and accounts. Leaving data encrypted without sharing that information can potentially make things very difficult for those handling your estate when you are incapacitated or have passed.

For security, do not store passwords on your computer. Enter logins, save the document, then print and handwrite passwords. Place this document in a safe location known by your spouse, financial powers of attorney, executors and/or lawyer. Otherwise, leave a message in your will informing those people where to look.

If you are comfortable with encrypting files on your computer, save your passwords in a master file but share the master password for the encrypted file with the people who may need access to the file – and not just a spouse who may be in an automobile with you that leads to the demise of you both!

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Desktop Computer Login

Login:

Password:

Laptop Computer Login

Login:

Password:

Cellphone Login

Login:

Password:

Memory Device Login

Type:

Login:

Password:

Type:

Login:

Password:

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Email

Email address:

Password:

Email address:

Password:

Email address:

Password:

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Other accounts:

Website:

Login:

Password:

Website:

Login:

Password:

Website:

Login:

Password:

Website:

Login:

Password:

Website:

Login:

Password: