

Asset Inventory

No matter what your situation, your first step toward getting your estate plan started is to assemble key pieces of information about your personal circumstances, assets, and debts.

This worksheet will help you:

- Create a consolidated view of all the important details about your estate.
- Make things much easier for those who will be tasked with handling your affairs someday.
- Clarify your thinking about how you want things handled after you're gone.
- Give your estate planning attorney a head start on assessing your situation and preparing your plan.

Things to keep in mind:

- Try to complete as much of the inventory as possible. If necessary, you can come back and complete any missing information later.
- If you're completing this inventory as a couple, and you both have significant separate property, it may be simpler to prepare two inventories using a photocopy of this worksheet.
- If there's not enough space on the inventory to list all your assets, just attach additional sheets as necessary.
- Keep a copy of this inventory in a safe place and tell someone you trust where to find it.

Asset Inventory

Bank Accounts

Bank Contact Info.	Titling ¹	Account No. and Type	Beneficiary	Fair Market Value
Total Bank Accounts				

Brokerage Accounts

Brokerage Firm Contact Info.	Titling ¹	Account No.	Beneficiary	Fair Market Value
Total Brokerage Accounts				

Securities in Certificate Form

Name of Stock, Bond, etc.	Titling ¹	CUSIP No. ²	Number of Shares	Fair Market Value
Total Securities in Certificate Form				

Individual Retirement Accounts

Investment Firm Contact Info.	Type ³ and Account No.	Account Owner	Beneficiary	Fair Market Value
Total Individual Retirement Accounts				

¹ Titling abbreviations: IND for individual, JTWROS for joint tenancy with rights of survivorship, TE for tenancy by the entirety, CP for community property, CPWROS for community property with rights of survivorship, and TC for tenants in common.

² CUSIP No.: This is the standardized identification number assigned to issues of stocks and bonds and is usually found on the certificate near the number of shares.

³ Individual retirement account types include IRAs, Roth IRAs, and Rollover IRAs.

Asset Inventory

Employer-Sponsored Retirement Plans and Retirement Benefits

Type	Employer Plan Contact Info.	Account No.	Participant	Beneficiary	Value
Employer-Sponsored Plans ⁴					
Employer-Sponsored Plans ⁴					
Employee Stock Option					
Deferred Compensation					
Pension/Profit-Sharing					
Veterans/Govt. Benefits					
Total Employer-Sponsored Retirement Plans and Retirement Benefits					

Insurance

Insurance Firm Contact Info.	Policy No./Type ⁵	Policy Owner	Beneficiary	Loans on Policy	Net (of Loans) Face Amount
Life					
Medical					
Disability					
Homeowners/Renters					
Auto					
Total Insurance: Net Face Amount					

Real Estate

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

Safe Deposit Box

Bank Contact Info.	Box No.	Contents	Executor	Location of Key

⁴ Employer-sponsored retirement plans include 401(k), SEP, SIMPLE, 403(b) and 457 plans, and others.

⁵ Insurance policy types include GRP for group term, INT for individual term, WHL for individual whole life (cash value), and SWL for survivorship (second to die).

Asset Inventory

Personal Property			
Type	Titling ¹	Description	Fair Market Value
Auto			
Auto			
Home Furnishings			
Collectibles			
Other			
Total Personal Property			

Unsecured Debts		
Lender Contact Info.	Type ⁶	Balance Outstanding
Total Unsecured Debts		

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

Business Interests				
Business Contact Info.	Titling ¹	Ownership %	Entity Type ⁷	Fair Market Value
Total Business Interests				

Total Net Estate Value				
-------------------------------	--	--	--	--

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

⁷ Entity types include SOLE for sole proprietorship, PART for partnerships, SUB C for "regular" corporations, SUB S for subchapter S corporations, LLC for limited liability companies, and LLP for limited liability partnerships.

Brokerage Products: Not FDIC-Insured • No Bank Guarantee • May Lose Value