

asset inventory

the first step toward getting your estate plan started

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.

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.
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).
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.

asset inventory

Dated _____

background information

Full Name _____
FIRST MIDDLE LAST

Marital Status

Check all that apply

- Married
- Spouse not a U.S. citizen
- Domestic partner
- Married previously
- Unmarried
- Spouse married previously

Do you have children?

Yes No

If yes: Check all that apply

- Minor children
- Have you formally identified a legal guardian?

Name _____

- Adopted children
- Children from a previous marriage
- Spouse has children from a previous marriage

Provisions you're considering for

beneficiaries Check all that apply

- Gifting program during my lifetime
- Additional life insurance
- A significant charitable contribution during my lifetime
- A significant charitable contribution after my death

Provisions for a business you own

Check one

- I have a written business continuation plan.
- I wish to have the business liquidated after my death.

Additional information

Check all that apply

- A significant inheritance is likely for me, my spouse, or my beneficiaries.
- I've named a person to act as legal representative in the event of my incapacity or the incapacity of any of my beneficiaries (a durable Power of Attorney).

Name _____

- I've named a person to manage the assets of my estate after my death (an estate executor).

Name _____

family and other beneficiary information

Full Name and Contact Info.	Date of Birth	Social Security No.	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 Bank Accounts				_____

individual retirement accounts

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

individual retirement accounts

	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

	Contact Info.	Policy No./Type ⁵	Policy Owner	Beneficiary	Loans on Policy	Net 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 Bank Accounts _____

safe deposit box

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

personal property

	Titling ¹	Description	Fair Market Value
Auto	_____	_____	_____
Auto	_____	_____	_____
Home Furnishings	_____	_____	_____
Collectibles	_____	_____	_____
Other	_____	_____	_____
	_____	_____	_____

Total Personal Property _____

unsecured debts

Name of Stock, Bond, etc.	Type ⁶	Balance Outstanding
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Unsecured Debts _____

debt owed to you

Borrower	Contact Info.	Notes	Balance Outstanding
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Debt Owed to You _____

business interest

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

Total Debt Owed to You _____

Total Net Estate Value _____