

## ASSET WORKSHEET:

# Making Sure Your Affairs Are in Order

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Include this Asset Worksheet in your Estate Information Packet. Use this Word document as a guide, or modify it to suit your needs. Type your information, or handwrite it. The important thing is that you get it done. Remember to update your information periodically.

### Section 1: Assets and loans

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#### Bank accounts

Bank name, branch, address, phone number:

Account type:

Account number:

Name(s) on account:

Approximate value:

Beneficiary:

Location of statements and blank checks:

#### Credit cards

Lender name, address, phone number:

Account number:

Name(s) on account:

Credit limit and amount owed:

Location of statements:

#### Credit union accounts

Credit union name, branch, address, phone number:

Account type:

Account number:

Name(s) on account:

Approximate value:

Beneficiary:

Location of statements and blank checks:



**Investments: Stocks, bonds, mutual funds, etc.**

Investment firm name, address, phone number:

Account type:

Account number:

Name(s) on account:

Approximate value:

Beneficiary:

Location of statements:

**Personal property: Motor vehicles, boats, etc.**

Lender name, address, phone number:

Property type:

Account number:

Name(s) on account:

Vehicle identification number and license plate information:

Approximate value and amount owed:

Location of statements:

**Personal property continued: Jewelry, art, collectibles, etc.**

Property type:

Description and location:

Approximate value:

**Personal, student and other loans**

Lender name, address, phone number:

Account number:

Name(s) on account:

Amount owed:

Location of statements:

**Real estate**

Lender name, address, phone number:

Property type:

Account number:

Name(s) on account:



Approximate value and amount owed:

Beneficiary:

Location of statements:

**Retirement accounts, such as 401(k), 403(b), IRA or annuities**

Company name, address, phone number:

Account type:

Account number:

Name on account:

Approximate value:

Beneficiary:

Location of statements:

**Retirement pay and pensions**

Employer plan name, address, phone number:

Account type:

Account number:

Name on account:

Approximate value of benefits:

Beneficiary:

Location of statements:

**Social Security benefits**

Address, phone number:

Social Security number:

Approximate value of benefits:

Beneficiary:

Location of statements:

**Section 2: Insurance**

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**Insurance: Auto**

Insurance company name, address, phone number:

Account number:



Name(s) on account:  
Description of coverage:  
Location of statements:

**Insurance: Health/health savings account**

Insurance company name, address, phone number:  
Account number:  
Name(s) on account:  
Description of coverage:  
Location of statements:

**Insurance: Homeowners**

Insurance company name, address, phone number:  
Account number:  
Name(s) on account:  
Description of coverage:  
Location of statements:

**Insurance: Life**

Insurance company name, address, phone number:  
Account number:  
Name on account:  
Beneficiaries:  
Description of coverage:  
Location of statements:

**Insurance: Long-term care**

Insurance company name, address, phone number:  
Account number:  
Name on account:  
Description of coverage:  
Location of statements:

