

METZ LEWIS ATTORNEYS AT LAW



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Personal Financial and Estate Planning Inventory

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Booklet prepared on:

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This booklet has been designed to assist you in preparing a concise record of your personal affairs.

When completed, it will serve as an important, convenient summary of your financial matters and as a personal reference guide to information needed for your financial planning. If something happens to you, this booklet will be an invaluable aid to your family and to your executor in administering your estate. Keep the completed booklet in a safe but easily accessible place. A member of your family or your attorney should know where it is located. For those who use a computer, we will be happy to provide an electronic form of this booklet that you can save on a disk.

Because the information entered here will require updating from time to time, you should review the booklet at least annually, indicating the preparation and review dates at left.

Much data is requested in this booklet. This booklet provides you with the opportunity to organize your financial affairs. However, you should not belabor the completion of it. A good effort is more important than perfection.

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PERSONAL INFORMATION

name	social security number	
place and date of birth	birth certificate location at/in	
spouse	social security number	
place and date of birth	birth certificate location at/in	
date of marriage	previously married (yes or no)	
address	telephone number	email

CHILDREN/GRANDCHILDREN

name	social security number	date of birth	birth certificate located at/in
1.			
2.			
3.			
4.			
5.			
6.			

Note: Indicate any person who is not a U.S. citizen.

PERSONAL ADVISORS

attorney	address	telephone number
company benefit plan administrator	address	telephone number
accountant	address	telephone number
power of attorney holder (if any)	address	telephone number
stockbroker/investment advisor	address	telephone number
religious advisor	address	telephone number
insurance advisor	address	telephone number
other advisor (identify)	address	telephone number

WILLS

YOUR WILL

_____	_____	_____
date signed	attorney who drafted will	will is kept at/in
_____	_____	_____
firm name	address	telephone number

CODICIL

_____	_____	_____
date signed	attorney who drafted codicil	codicil is kept at/in
_____	_____	_____
firm name	address	telephone number

_____	_____
executor(s)	telephone number
_____	_____

_____	_____
trustees(s)	telephone number
_____	_____

_____	_____
guardian(s)	telephone number
_____	_____

WILLS

SPOUSE'S WILL

_____	_____	_____
date signed	attorney who drafted will	will is kept at/in
_____	_____	_____
firm name	address	telephone number

CODICIL TO SPOUSE'S WILL

_____	_____	_____
date signed	attorney who drafted codicil	codicil is kept at/in
_____	_____	_____
firm name	address	telephone number

_____	_____
executor(s)	telephone number
_____	_____

_____	_____
trustees(s)	telephone number
_____	_____

_____	_____
guardian(s)	telephone number
_____	_____

TRUSTS

Created by you or your spouse or under which either of you is a beneficiary

1. trust created by	date trust was signed	trustee	type of trust
date of last contribution	date of termination	trust document kept at/in	
firm name/attorney	address		telephone number
2. trust created by	date trust was signed	trustee	type of trust
date of last contribution	date of termination	trust document kept at/in	
firm name/attorney	address		telephone number
3. trust created by	date trust was signed	trustee	type of trust
date of last contribution	date of termination	trust document kept at/in	
firm name/attorney	address		telephone number

ASSETS

REAL ESTATE

description	location	ownership ¹	date acquired	cost	cost of improvements	estimated fair market value
1. Primary Residence						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

¹ Your name only (X); Spouse's name only (S); Jointly (J).

DEED AND MORTGAGE INFORMATION

Location of important papers concerning assets

1. deed	date of mortgage	mortgage company
mortgage amount	title policy	survey, plans
2. deed	date of mortgage	mortgage company
mortgage amount	title policy	survey, plans
3. deed	date of mortgage	mortgage company
mortgage amount	title policy	survey, plans
4. deed	date of mortgage	mortgage company
mortgage amount	title policy	survey, plans

PERSONAL PROPERTY

Include items of significant value, such as household items, automobiles, boats, jewelry, furs, art, stamp collections, antiques, club memberships. Attach copies of appraisals and/or insurance riders

description	date acquired	ownership ¹	location of property	location of important papers	cost	estimated fair market value
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

¹ Your name only (X); Spouse's name only (S); Jointly (J).

PERSONAL PROPERTY CONTINUED

description	date acquired	ownership ¹	location of property	location of important papers	cost	estimated fair market value
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

¹ Your name only (X); Spouse's name only (S); Jointly (J).

BANK ACCOUNTS

account number and type of account ¹	bank	title of account ²	location of bankbook, statements, etc.	balance
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

¹ Checking, savings, time deposit, etc.

² Your name only (X); Spouse's name only (S); Jointly (J), trust account, etc.

SECURITIES

	name of security	type ¹	quantity ²	ownership ³	date acquired	location of certificate	location of purchase records	cost	estimated current value
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

¹ Stock, corporate bond, municipal bond, mutual fund, etc.

² Shares or face value.

³ Your name only (X); Spouse's name only (S); Jointly (J).

BROKER ACCOUNTS

type ¹	broker	title of account (ownership) ²	location of statements, confirmations, dividend records, etc.	estimated current value
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

¹ Cash, margin, commodity, etc.

² Your name only (X); Spouse's name only (S); Jointly (J).

RECEIVABLES/LOANS

Including loans to family members

amount ¹	due from	due to ²	date loan made	maturity date	rate of interest	location of note or other evidence of indebtedness
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

¹ Cash, margin, commodity, etc.

² Your name only (X); Spouse's name only (S); Jointly (J).

OTHER PROPERTY INTERESTS

Limited partnerships, other business investments

description	date acquired	ownership ¹	location of related papers, including agreements and tax returns	cost	estimated current value
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

¹ Your name only (X); Spouse's name only (S); Jointly (J).

INDIVIDUAL AND COMPANY BENEFIT PLANS

IRAs, Keogh plans, stock option plans, pensions, deferred compensation, etc.

description	ownership ¹	beneficiary	location of papers	estimated current value
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

¹ Your name only (X); Spouse's name only (S); Jointly (J).

LIFE INSURANCE

type ¹	insurance company	policy number	on life of	owner	beneficiary	location of policy	amount of policy loan/as of	cash surrender value/as of	face amount
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

¹ Whole life, group term, term, etc.

OTHER INSURANCE

type ¹	insurance company	policy number	location of policy
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

¹ Homeowners, automobile, casualty/liability, excess liability, health and accident, disability, etc.

LIABILITIES

LOANS

due to	amount	purpose	collateral pledged	starting date	original amount	maturity date	interest rate/ frequency	location of documentation
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

CREDIT CARDS

issuer	holder	account number	old statements and receipts kept in/at	card kept at/in	balance
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

SUMMARY OF ASSETS AND LIABILITIES

ASSETS

	you fair market value	spouse fair market value	jointly fair market value
Real estate			
Personal property			
Bank accounts			
Securities			
Broker Accounts			
Receivables/loans			
Other property interests			
Individual and company benefit plans			
Life insurance			
Total			

Fair market value is not necessarily your cost. Fair market value is what a willing buyer will pay a willing seller, where neither party is under compulsion to buy or sell.

SUMMARY OF ASSETS AND LIABILITIES CONTINUED

LIABILITIES

	you	spouse	jointly
Home mortgage			
(Other)			
Total			
Estimated net worth			

BEQUESTS

Do you or your spouse expect to receive any bequests?

from	beneficiary ¹	type of property	estimated value
1.			
2.			
3.			
4.			
5.			

¹ Your name only (X); Spouse's name only (S); Jointly (J).

OTHER IMPORTANT PAPERS

	description	location of document
Marriage license		
Deed to cemetery plot		
Divorce decree/separation agreement/prenuptial agreement		
Adoption papers for		
Naturalization papers for		
Military discharge for		
Old tax returns		
Gift tax returns		
Estate planning analysis		
Passport		
Advance Medical Directive (Living Will)		
Powers of Attorney		

SAFE DEPOSIT BOXES

depository	box in name of	key to box kept at/in	contents
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

NOTES AND OBJECTIVES

date _____

date _____

date _____
