

# Getting Your Affairs in Order

## Accounts, Assets & Debts- Pg 1

This document provides an organized way to record your personal assets, financial accounts, liabilities, outstanding payments, investment accounts, credit cards, and digital account logins and passwords. By consolidating this information in one place, it simplifies financial planning, ensures nothing is overlooked, and makes it easier for you—or someone you trust—to manage or settle affairs if needed.

### Bank & Savings Accounts

List your financial accounts such as checking, savings, certificates of deposits, and money market accounts. Do not include IRA or 401K accounts here. Add additional sheets if needed.

| Name of Institution | Account Type | Owner | Account Number |
|---------------------|--------------|-------|----------------|
| 1. _____            |              |       |                |
| 2. _____            |              |       |                |
| 3. _____            |              |       |                |
| 4. _____            |              |       |                |
| 5. _____            |              |       |                |

### Bank & Savings Accounts Digital Log-in & Password

| Web Address | Log-in Name | Password |
|-------------|-------------|----------|
| 1. _____    |             |          |
| 2. _____    |             |          |
| 3. _____    |             |          |
| 4. _____    |             |          |
| 5. _____    |             |          |

# Getting Your Affairs in Order

## Accounts, Assets & Debts- Pg 2

### Investment Accounts

List your investment accounts such as mutual funds and money market accounts. Add additional sheets if needed.

|    | Name of Brokerage | Owner Name | Account Number | Estimated Value |
|----|-------------------|------------|----------------|-----------------|
| 1. | _____             | _____      | _____          | _____           |
| 2. | _____             | _____      | _____          | _____           |
| 3. | _____             | _____      | _____          | _____           |
| 4. | _____             | _____      | _____          | _____           |

### Stocks

List any stocks in publicly owned corporations which is stock traded on an exchange or over the counter. Note that stocks owned in family or non-publicly traded companies should be listed under "Corporate Business & Professional Interests." Stocks held in a street name or investment account should be listed under "Investment Accounts." Add additional sheets if needed.

|    | Name of Brokerage | Owner Name | # of Shares | Estimated Value |
|----|-------------------|------------|-------------|-----------------|
| 1. | _____             | _____      | _____       | _____           |
| 2. | _____             | _____      | _____       | _____           |
| 3. | _____             | _____      | _____       | _____           |
| 4. | _____             | _____      | _____       | _____           |

### Investment Accounts & Stocks Digital Log-in & Password

|    | Web Address | Log-in Name | Password |
|----|-------------|-------------|----------|
| 1. | _____       | _____       | _____    |
| 2. | _____       | _____       | _____    |
| 3. | _____       | _____       | _____    |
| 4. | _____       | _____       | _____    |
| 5. | _____       | _____       | _____    |

# Getting Your Affairs in Order

## Accounts, Assets & Debts- pg 3

### Bonds

List any bonds which you own such as U.S. Savings Bonds, corporate and municipal bonds. Add additional sheets if needed.

| Type of Bond | Owner Name | Estimated Value |
|--------------|------------|-----------------|
| 1. _____     |            |                 |
| 2. _____     |            |                 |
| 3. _____     |            |                 |

### Other Assets

List any other property that does not fit into any of the previous categories.

| Type     | Owner | Value |
|----------|-------|-------|
| 1. _____ |       |       |
| 2. _____ |       |       |
| 3. _____ |       |       |
| 4. _____ |       |       |
| 5. _____ |       |       |

### Other Assets Digital Log-in & Password

| Web Address | Log-in Name | Password |
|-------------|-------------|----------|
| 1. _____    |             |          |
| 2. _____    |             |          |
| 3. _____    |             |          |
| 4. _____    |             |          |
| 5. _____    |             |          |

# Getting Your Affairs in Order

## Accounts, Assets & Debts- pg 4

### Personal Assets

List your personal assets (non-business assets) such as computers, antiques, jewelry, books, tools, and special collections which you own. You may wish to list who you wish to inherit (these need to be listed in your notarized will or trust documents to be legally binding). Add additional sheets if needed.

| Name of Asset | Purchase Price | Current Value | Other Information |
|---------------|----------------|---------------|-------------------|
| 1. _____      |                |               |                   |
| 2. _____      |                |               |                   |
| 3. _____      |                |               |                   |
| 4. _____      |                |               |                   |
| 5. _____      |                |               |                   |
| 6. _____      |                |               |                   |
| 7. _____      |                |               |                   |
| 8. _____      |                |               |                   |
| 9. _____      |                |               |                   |
| 10. _____     |                |               |                   |
| 11. _____     |                |               |                   |
| 12. _____     |                |               |                   |
| 13. _____     |                |               |                   |
| 14. _____     |                |               |                   |
| 15. _____     |                |               |                   |
| 16. _____     |                |               |                   |
| 17. _____     |                |               |                   |
| 18. _____     |                |               |                   |

# Getting Your Affairs in Order

## Accounts, Assets & Debts- pg 5

### Liabilities

This list helps you examine how much of future income or other assets you owe to others. This list would be extremely helpful to those who handle your families during any illness or after your death. Add additional sheets if needed.

### Accounts Payable

List any accounts payable which you may have. This include outstanding credit card bills and utility payments

| Name of Payee | Description | Amount Owed |
|---------------|-------------|-------------|
| 1. _____      |             |             |
| 2. _____      |             |             |
| 3. _____      |             |             |
| 4. _____      |             |             |
| 5. _____      |             |             |

### Accounts Payable Digital Log-in & Password

| Web Address | Log-in Name | Password |
|-------------|-------------|----------|
| 1. _____    |             |          |
| 2. _____    |             |          |
| 3. _____    |             |          |
| 4. _____    |             |          |
| 5. _____    |             |          |

# Getting Your Affairs in Order

## Accounts, Assets & Debts- pg 6

### Contact Information for Credit Card Information

| Name of Institution | Account Type | Owner | Account Number |
|---------------------|--------------|-------|----------------|
| 1. _____            |              |       |                |
| 2. _____            |              |       |                |
| 3. _____            |              |       |                |
| 4. _____            |              |       |                |
| 5. _____            |              |       |                |

### Credit Card Accounts Digital Log-in & Password

| Web Address | Log-in Name | Password |
|-------------|-------------|----------|
| 1. _____    |             |          |
| 2. _____    |             |          |
| 3. _____    |             |          |
| 4. _____    |             |          |
| 5. _____    |             |          |



# Getting Your Affairs in Order

## Accounts, Assets & Debts- pg 7

### Real Estate Mortgage

List the mortgages you currently are carrying on your real estate property.

| Property Address | Loan Institution & Loan Number | Start Date & Terms | Amount Owed |
|------------------|--------------------------------|--------------------|-------------|
| 1. _____         | _____                          | _____              | _____       |
| 2. _____         | _____                          | _____              | _____       |
| 3. _____         | _____                          | _____              | _____       |
| 4. _____         | _____                          | _____              | _____       |
| 5. _____         | _____                          | _____              | _____       |

### Real Estate Mortgage Digital Log-in & Password

| Web Address | Log-in Name | Password |
|-------------|-------------|----------|
| 1. _____    | _____       | _____    |
| 2. _____    | _____       | _____    |
| 3. _____    | _____       | _____    |
| 4. _____    | _____       | _____    |
| 5. _____    | _____       | _____    |

# Getting Your Affairs in Order

## Accounts, Assets & Debts- pg 8

### Other Digital Accounts & Social Media Log-in & Password

| Account | Web Address | Log-in Name | Password |
|---------|-------------|-------------|----------|
| 1.      |             |             |          |
| 2.      |             |             |          |
| 3.      |             |             |          |
| 4.      |             |             |          |
| 5.      |             |             |          |
| 6.      |             |             |          |
| 7.      |             |             |          |
| 8.      |             |             |          |
| 9.      |             |             |          |
| 10.     |             |             |          |
| 11.     |             |             |          |
| 12.     |             |             |          |
| 13.     |             |             |          |
| 14.     |             |             |          |
| 15.     |             |             |          |
| 16.     |             |             |          |
| 17.     |             |             |          |
| 18.     |             |             |          |