



Organizing your finances might seem like a cumbersome task, but if you spend some time compiling this information, it will greatly benefit you and your loved ones. Some of the benefits may include:

- A stronger grasp on your net worth
- The opportunity to review and revise your savings strategies
- A check up on your debt repayment plan
- A reminder to complete necessary tasks
- Peace of mind that your paperwork is in order for your loved ones

Important considerations:

Review this information at least annually and share it with important people in your life whenever there's a change.

Your Financial Advisor or Corporate Trustee
Executor of your estate
Spouse, Relative, etc.

This information will not substitute for a beneficiary form. Keep beneficiary information for each account and legal documents up to date.

Today's Date: _____

Name: _____

Age: _____

Spouse's/Partner's Name: _____

Age: _____

Notes:



Property

	Date Purchased	Purchase Price	Estimated Current Value	Current Loan Balance	Monthly Payment	Anticipated Payoff Date
Primary Residence						
Other:						
Totals						

Liquid Assets (short-term accounts that you use for day-to-day money management)

	Account Owner (Self/ Spouse/ Joint)	Financial Institution
Checking Account		
Savings Account		

Non-Retirement Assets

Semi-liquid accounts, where you are investing for a longer term and/or specific goal such as your child’s education or a future large purchase - house, car, dream vacation, etc.

This may include: Certificates of Deposit, Brokerage Accounts, Mutual Fund Accounts, Stock Certificates, Bonds, UGMA/UTMA, 529 Plans, etc.

Type	Account Owner (Self/ Spouse/ Joint)	Current Balance	Annual Contributions	Financial Institution
Totals:				



Retirement Assets

Accounts where you are investing for specifically for retirement or expenses in retirement. This may include: Employer Sponsored Retirement Plan (such as a 401(k) or 403(b); don't forget to include these types of accounts that you may still be managing at a former employer), Individual Retirement Accounts/IRA, Roth IRA, Health Savings Accounts/HSAs, etc.

Type	Account Owner (Self/ Spouse)	Current Balance	Annual Contributions	Is your beneficiary information up to date?	Financial Institution
Employer Sponsored Retirement Plan					BPAS
Totals:					

Pensions & Annuities

	Account Owner (Self/ Spouse)	Beneficiary/ Annuitant	Estimated Annual Income	Financial Institution
Pension Plan/Defined Benefit Plan				
Annuity				
Other:				



Liabilities

Creditor	Interest Rate	Current Balance	Minimum Payment	Monthly Payment Amount	Aimed Repayment Date
Mortgage					
Home equity loan/line of credit					
Car loan					
Student loan					
Credit card 1					
Credit card 2					
Credit card 3					
Other					
Totals:					

Calculate Your Net Worth

Total your assets and liabilities from the previous pages. Subtract your total liabilities from your total assets to review your net worth.





Financial Institution	Website	Phone Number	Notes
BPAS	www.bpas.com	1-866-401-5272	

	Contact Name	Company Name	E-mail address	Phone Number
Financial Adviser/Corporate Trustee				
Accountant				
Attorney				
Estate Attorney				
Insurance Agent Life				
Insurance Agent Home				
Insurance Agent Auto				
Other				



	Last Updated	Location of Document	Contact Person or Company
Social Security Card			
Birth Certificate			
Adoption Paperwork			
Immunization Records			
Naturalization/Immigration Documents			
Passport			
Military Records			
Marriage Certificate			
Divorce Decree			
Academic Records/Diplomas			
Insurance Policies			
Tax Returns/ Documents			
Mortgage Documents/ Lease Agreements			
Car Titles			
Stock Certificates			
Will			
Living Will			
Power of Attorney			
Medical Directives			
Funeral Arrangements			