

Complimentary Worksheet

Some suggestions for your table of contents:

Sources of Income:

- Details about full-time and part-time jobs,
- Other income (1099, sales, other businesses)
- Pensions
- Annuities
- Investment Income

Assets: provides specifics about each of these:

- bank accounts – checking, savings, CDs, money markets,
- stock, bonds, other investments, or at a minimum your brokerage accounts. Include cost basis
- other major assets – houses, cars, boats, timeshares, etc. Include deed and title information.
- Loans you have issued to others.

Insurance Policies:

- Life
- Disability
- Auto
- Home
- Other

Liabilities:

- Loans you have taken with others. Mortgage, personal, business, etc.
- Credit Cards.

Estate Planning:

- Who are your designated caregivers, what is their contact information?
- What is the physical location of Will, Power of Attorney, Living Will, Trust, etc.
- Invitees to your funeral

Other:

- Key contacts including Lawyer, Accountant, Financial Planners, Stock Brokers, Bankers, Relatives, Funeral Director, etc.

This is just the tip of the iceberg. There are many other categories, but this will get you started. And there are many details that you want to capture for each. For example, for bank Accounts, you want to document bank routing number, bank account, current balance, bank's website, bank contact person information, and more.