



Own your tomorrow.

Asset Inventory



No matter what your situation, your first step toward getting your estate plan started is to assemble key pieces of information about your personal circumstances, assets, and debts.

This worksheet will help you:

- Create a consolidated view of all the important details about your estate.
- Make things much easier for those who will be tasked with handling your affairs someday.
- Clarify your thinking about how you want things handled after you're gone.
- Give your estate planning attorney a head start on assessing your situation and preparing your plan.

Things to keep in mind:

- Try to complete as much of the inventory as possible. If necessary, you can come back and complete any missing information later.
- If you're completing this inventory as a couple, and you both have significant separate property, it may be simpler to prepare two inventories using a photocopy of this worksheet.
- If there's not enough space on the inventory to list all your assets, just attach additional sheets as necessary.
- Keep a copy of this inventory in a safe place and tell someone you trust where to find it.

Asset Inventory

Bank Accounts

| Bank Contact Info. | Titling ¹ | Account No. and Type | Beneficiary | Fair Market Value |
|---------------------|----------------------|----------------------|-------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| Total Bank Accounts | | | | |

Brokerage Accounts

| Brokerage Firm Contact Info. | Titling ¹ | Account No. | Beneficiary | Fair Market Value |
|------------------------------|----------------------|-------------|-------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| Total Brokerage Accounts | | | | |

Securities in Certificate Form

| Name of Stock, Bond, etc. | Titling ¹ | CUSIP No. ² | Number of Shares | Fair Market Value |
|--------------------------------------|----------------------|------------------------|------------------|-------------------|
| | | | | |
| | | | | |
| Total Securities in Certificate Form | | | | |

Individual Retirement Accounts

| Investment Firm Contact Info. | Type ³ and Account No. | Account Owner | Beneficiary | Fair Market Value |
|--------------------------------------|-----------------------------------|---------------|-------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| Total Individual Retirement Accounts | | | | |

¹ Titling abbreviations: IND for individual, JTWROS for joint tenancy with rights of survivorship, TE for tenancy by the entirety, CP for community property, CPWROS for community property with rights of survivorship, and TC for tenants in common.

² CUSIP No.: This is the standardized identification number assigned to issues of stocks and bonds and is usually found on the certificate near the number of shares.

³ Individual retirement account types include IRAs, Roth IRAs, and Rollover IRAs.

Asset Inventory

Digital Assets

| Name of accounts (Yahoo, Gmail, iTunes, iCloud, Bill Pay, Medical Records etc.) | User ID | Password |
|---|---------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Digital Asset Accounts | | |

Employer-Sponsored Retirement Plans and Retirement Benefits

| Type | Employer Plan Contact Info. | Account No. | Participant | Beneficiary | Value |
|---|-----------------------------|-------------|-------------|-------------|-------|
| Employer-Sponsored Plans ⁴ | | | | | |
| Employer-Sponsored Plans ⁴ | | | | | |
| Employee Stock Option | | | | | |
| Deferred Compensation | | | | | |
| Pension/Profit-Sharing | | | | | |
| Veterans/Govt. Benefits | | | | | |
| Total Employer-Sponsored Retirement Plans and Retirement Benefits | | | | | |

Health Savings Account

| Type | Employer Plan Contact Info. | Account No. | Participant | Beneficiary | Value |
|------|-----------------------------|-------------|-------------|-------------|-------|
| | | | | | |
| | | | | | |

Annuities / Pensions

| Type | Employer Plan Contact Info. | Account No. | Participant | Beneficiary | Value |
|------|-----------------------------|-------------|-------------|-------------|-------|
| | | | | | |
| | | | | | |

⁴ Employer-sponsored retirement plans include 401(k), SEP, SIMPLE, 403(b) and 457 plans, and others.

Asset Inventory

Real Estate

| Type of Property and Location | Titling ¹ | Fair Market Value | Mortgage Amount | Value (Net of Mortgage) |
|-------------------------------|----------------------|-------------------|-----------------|----------------------------|
| | | | | |
| | | | | |
| | | | | |
| Total Real Estate | | | | |

Safe Deposit Box

| Bank Contact Info. | Box No. | Contents | Executor | Location of Key |
|--------------------|---------|----------|----------|-----------------|
| | | | | |

Personal Property

| Type | Titling ¹ | Description | Fair Market Value |
|-------------------------|----------------------|-------------|-------------------|
| Auto | | | |
| Auto | | | |
| Home Furnishings | | | |
| Collectibles | | | |
| Jewelry | | | |
| Other | | | |
| Total Personal Property | | | |

Insurance

| Insurance Firm Contact Info. | Policy No./Type ⁵ | Policy Owner | Beneficiary | Loans on Policy | Net (of Loans) Face Amount |
|----------------------------------|------------------------------|--------------|-------------|-----------------|-------------------------------|
| Life | | | | | |
| Medical | | | | | |
| Disability | | | | | |
| Homeowners/Renters | | | | | |
| Auto | | | | | |
| Total Insurance: Net Face Amount | | | | | |

⁵ Insurance policy types include GRP for group term, INT for individual term, WHL for individual whole life (cash value), and SWL for survivorship (second to die).

Asset Inventory

| Unsecured Debts | | |
|-----------------------|-------------------|---------------------|
| Lender Contact Info. | Type ⁶ | Balance Outstanding |
| | | |
| | | |
| | | |
| Total Unsecured Debts | | |

| Debt Owed to You | | | |
|------------------------|---------------|-------|---------------------|
| Borrower | Contact Info. | Notes | Balance Outstanding |
| | | | |
| | | | |
| | | | |
| Total Debt Owed to You | | | |

| Business Interests | | | | |
|--------------------------|----------------------|-------------|--------------------------|-------------------|
| Business Contact Info. | Titling ¹ | Ownership % | Entity Type ⁷ | Fair Market Value |
| | | | | |
| | | | | |
| Total Business Interests | | | | |

| | | | | |
|------------------------|--|--|--|--|
| Total Net Estate Value | | | | |
|------------------------|--|--|--|--|

⁶ Unsecured debt types include credit cards, personal lines of credit, etc.

⁷ Entity types include SOLE for sole proprietorship, PART for partnerships, SUB C for “regular” corporations, SUB S for subchapter S corporations, LLC for limited liability companies, and LLP for limited liability partnerships.

Brokerage and insurance products: Are not deposits ▪ Are not FDIC-insured ▪ Are not insured by any federal government agency ▪ Are not guaranteed by the bank or any affiliate of the bank ▪ May lose value

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