charles SCHWAB

Own your tomorrow.



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: Family and Beneficiary Information

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Background Information		
Full Name:	Last	
Marital Status: Check all that apply.MarriedSpouse not a U.S. citizenDomestic partnerMarried previouslyUnmarriedSpouse married previously	 Provisions you're considering for beneficiaries: Check all that apply. Gifting program during my lifetime Additional life insurance A significant charitable contribution during 	 I've named a person to act as legal representative in the event of my incapacity (a Durable Power of Attorney/Health Care Power of Attorney). Name: I've named a person or entity to administer my
Do you have children?	my lifetime A significant charitable contribution after my death 	estate after my death (an executor or personal representative).
 Minor children Have you formally identified a legal guardian? Name: 	 Provisions for a business you own: Check one. I have a written business succession plan. I wish to have the business liquidated after 	Name:
 Adopted children Children from a previous marriage Spouse has children from a previous marriage 	Additional information: Check all that apply.	in the event of my incapacity or at my death (a successor trustee). Name:
□ Children with special needs	 A significant inheritance is likely for me, my spouse, or my beneficiaries. 	

Family and Other Beneficiary Information				
Full Name and Contact Info.	Date of Birth	Social Security No.	Relationship	Notes

Bank Accounts

Bank Contact Info.	Titling ¹	Account No. and Type	Beneficiary	Fair Market Value

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 Conta	ct 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.

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Digital Assets			
١	lame of accounts (Yahoo, Gmail, iTunes, iCloud, Bill Pay, Medical Records etc.)	User ID	Password
	Total Digital Asset Accounts		

Employer-Sponsored Retiren	nent Plans and Retirement Benef	its			
Туре	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 Plan	s and Retirement Benefits	

Health Savings Account					
Туре	Employer Plan Contact Info.	Account No.	Participant	Beneficiary	Value

Annuities / Pensions					
Туре	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.

Real Estate

Type of Property and Location	Titling ¹	Fair Market Value	Mortgage Amount	Value (Net of Mortgage)

Safe Deposit Box

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

Personal Property			
Туре	Titling ¹	Description	Fair Market Value
Auto			
Auto			
Home Furnishings			
Collectibles			
Jewelry			
Other			
Total Personal Property			

Insurance					
Insurance Firm Contact Info.	Policy No./Type⁵	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).

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

Debt Owed to You

Borrower	Contact Info.	Notes	Balance Outstanding

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



