Saltmarsh

Financial Advisors, LLC

AN AFFILIATE OF SALTMARSH, CLEAVELAND & GUND

Asset Inventory

This worksheet is provided as a tool for our clients to organize their financial information for end-of-life aide.

Saltmarsh Financial Advisors, LLC does not store this information.
The user is responsible for the content and the security of the information contained within this worksheet.

This worksheet will help you:

- Create a consolidated view of your financial accounts and digital assets.
- Make it easier on your heirs to understand your financial affairs.
- Provide your intentions for your assets when you pass.

Things to keep in mind:

- Complete this inventory worksheet up to your comfort level.
- Keep a physical copy of this inventory worksheet somewhere safe (safe-deposit box or personal safe) and ensure your spouse and/or executor is aware of its location.
- Include copies of account statements where you store this document.
- If you're completing this inventory as a couple, and you both have significant separate property, it may be simpler to prepare two separate worksheets.
- If there's not enough space on the inventory to list all your assets, just attach additional sheets as necessary.
- Review this inventory worksheet at least once a year and update any outdated information.
- Consider setting up a Two-Factor Authentication for Executor.

Asset Inventory: Family and Beneficiary Information

List All Family and Other Beneficiary Information

Full Name and Contact Info	Date of Birth	Social Security No.	Relationship	Notes

Estate Planning Documents

Name of Document	Do you have it? Yes / No	Location
Durable Power of Attorney (DPOA) / Healthcare Power of Attorney		
Living Will		
Healthcare Medical Directive		
Guardianship for Minors		
Trusts		
Letter of Instruction		

Asset Inventory

Bank Accounts

Bank Name & Account Titling	Log-In Webpage	Username	Password	Current Balance
			Total Bank Accounts	

Brokerage Accounts

Firm Name & Account Number (s)	Titling [1]	Username	Password	Current Balance
			Total Brokerage Accounts	

Securities in Certificate Form

Name of Stock, Bond, etc.	Titling [1]	CUSIP No. [2]	Number of Shares	Est. Market Value
			Total Securities in Certificate Form	

Personal Retirement Accounts

Firm Name & Account Type [3]	Log-In Webpage	Username	Password	Current Balance
			Total Personal 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, TC for tenants in common, REVT for revocable living trust and IRREVT for irrevocable living trust.
[2] CUSIP No.: This is the standardized identification number assigned to issues of stocks and bonds ans 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 & Type of accounts (Websites, Email, Photographs, Digital Currencies and Collectables, Medical Records, etc.)	Username	Password
Total Digital Asset Accounts		

Phone Passcode

Self	
Wife	

Employer-Sponsored Retirement Plans & Retirement Benefits

Type	Plan Contact Info or Website	Account Owner	Username	Password	Current Balance
Employer-Sponsored Plans [4]					
Employer-Sponsored Plans [4]					
Employee Stock Option					
Deferred Compensation					
Pension / Profit-Sharing					
Veterans / Govt. Benefits					
Total Employer-Sponsored Retirement Plans & Retirement Benefits					

Health Savings Account

Type	Plan Contact Info or Website	Account Owner	Username	Password	Current Balance

Annuities / Pensions

Type	Plan Contact Info or Webside	Account Owner	Username	Password	Amount of Annual Payment

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

Asset Inventory

Real Estate

Type of Property and Address	Titling [1]	Est. Value	Outstanding Mortgage Amount	Lender Contact Info
			Total Real Estate	

Safe Deposit Box

Bank Name / Location	Branch Contact Info	Box Number	Executor Aware? Yes / No	Location of Key

Personal Property

Type	Titling [1]	Description	Location	Est. Market Value
Auto				
Auto				
Home Furnishings				
Collectibles				
Jewelry				
Real Assets [6]				
Other				
			Total Personal Property	

Life Insurance

Type of Insurance	Insurance Firm Contact Info	Policy Type [5]	Policy Owner	Beneficiary	Death Benefit
Life					
Spouse Life					
Health/Medical/ Long-Term Care					
Other					
				Total Insurance: Net Face Amount	

Property & Casualty Insurance

Type of Insurance	Insurance Firm Contact Info	Coverage Amount
Homeowners/Renters		
Auto		
Umbrella		

[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).
[6] Real Assets can include precious metals, commodities, natural resources, equipment etc.

Asset Inventory

Unsecured Debts

Lender Contact Info.	Type [7]	Balance Outstanding
	Total Unsecured Debts	

Debt Owed to You

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

Personal Advisors

Advsor Type	Name	Firm	Number	Email
Attorney(s)				
Accountant				
Financial Advisor				
Insurance Agent				
Other				

Business Interests

Business Contact Info.	Titling [1]	Ownership %	Entity Type [8]	Has succession been addressed?	Fair Market Value
				Total Insurance: Net Face Amount	

Total Net Estate Value	

[7] Unsecured debt types include credit cards, personal lines of credit, etc.
[8] 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.