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# Financial Preparation Worksheet

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## Blattel & Associates

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### **Be prepared.**

Life can be unpredictable. In the event of theft, natural disaster or illness, this easy-to-reference worksheet can help you, or others who might have to manage your affairs, know where to find important information.

Fill out your pertinent financial information and other contact information on this worksheet and then review the document checklist to remind yourself which vital papers you should keep. Then make a copy for yourself, a copy for a trusted family member (if you desire) and place the original in your safe deposit box.

By devoting the time now, you, or your loved ones, will be better prepared to handle life's more unfortunate surprises.

**FINANCIAL PREPARATION WORKSHEET**

<b>LEGAL NAME</b>	<b>Nick Name / Other Names</b>	<b>Social Security Number</b>	<b>Date &amp; Place of Birth</b>	<b>Marital Status</b>
<b>CONTACTS</b>	<b>Name</b>	<b>Address</b>	<b>Phone / Fax / Email</b>	<b>Notes</b>
Attorney				
Accountant				
Financial Planner	Robert J. Blattel, CFP Blattel & Associates	1 Mid Rivers Mall Dr., Ste 260 St. Peters, MO 63376	636.397-8303 636.279.1075 fax bob@blattels.com	
Broker				
Primary Care Physician				
<b>BANK ACCOUNTS</b>	<b>Name of Institution Account Number</b>	<b>Names on Account Account Type</b>	<b>Address / Phone</b>	<b>Web Site User Name, Password</b>

<b>SAFE DEPOSIT BOX</b>	<b>Location Location of Keys</b>	<b>Box Number</b>	<b>Other Persons Having Access</b>	<b>Contents</b>
<b>CREDIT CARDS</b>	<b>Name of Issuer Account Number</b>	<b>Names on Account Account Type</b>	<b>Address / Phone</b>	<b>Web Site User Name, Password</b>
<b>LOAN OBLIGATIONS</b>	<b>Lender Account Number</b>	<b>Loan in the Name of Interest Rate/Term/Due</b>	<b>Address / Phone</b>	<b>Web Site User Name, Password</b>
Mortgage				
Auto Loan				
Personal Loan				
Loan Type:				
Loan Type:				

<b>INSURANCE</b>	<b>Company Policy Number</b>	<b>Name(s) of Insured</b>	<b>Address / Phone</b>	<b>Web Site User Name, Password</b>
Medical				
Automotive		Vehicle Make & Year:		
Home				
Life		Beneficiary(ies):		
Long Term Care				
	<b>Insurance Agent:</b>	<b>Insurance Type:</b>	<b>Insurance Agent:</b>	<b>Insurance Type:</b>
<b>Investments</b>	<b>Name of Institution Account Number</b>	<b>Names on Account Date Account Opened</b>	<b>Address / Phone</b>	<b>Web Site User Name, Password</b>
401 (k) Beneficiary(ies):				
Account Type: Beneficiary(ies):				
Account Type: Beneficiary(ies):				

<b>Investments</b>	<b>Name of Institution Account Number</b>	<b>Names on Account Date Account Opened</b>	<b>Address / Phone</b>	<b>Web Site User Name, Password</b>
Stocks Beneficiary(ies):		# of Shares Purchased: Purchase Price:		
Bonds Beneficiary(ies):				
Certificates Beneficiary(ies):		Interest Rate: Maturity Date:		
Account Type: Beneficiary(ies):				
Account Type: Beneficiary(ies):				
<b>SOCIAL SECURITY BENEFITS</b>	<b>Program Type</b>	<b>Social Security Claim Number</b>	<b>Income Amount</b>	<b>Monthly Pension Income</b>
<b>Legal &amp; Estate Information</b>				
<b>Living Will</b>	<b>Location Execution Date</b>	<b>Name of Individual with Copy</b>	<b>Address / Phone</b>	<b>Organ Donor</b>

<b>Will</b>	<b>Location Execution Date</b>	<b>Location of Codicil Execution Date</b>	<b>Executor</b>	<b>Address / Phone</b>
Drawn up by:				
	<b>Estate Trustee</b>	<b>Address / Phone</b>	<b>Children's Guardians</b>	<b>Address / Phone</b>
<b>Trust Funds</b>	<b>Location of Agreement Established Date</b>	<b>Trust Name</b>	<b>Trustee Name</b>	<b>Address / Phone</b>
	<b>Beneficiary Name Percentage</b>	<b>Address / Phone</b>	<b>Beneficiary Name Percentage</b>	<b>Address / Phone</b>
<b>Power of Attorney</b>	<b>Name</b>	<b>Address</b>	<b>Phone / Email</b>	
For Finances				
For Health Care				

## CHECKLIST OF IMPORTANT DOCUMENTS

- Car Registration (copy)
- Car title
- Deeds – Current Property
- Deeds – Sold Property
- Household Inventory List  
*For theft or natural disaster purposes*
- Utilities Information Sheet
- Birth Certificate
- Social Security Card
- Passport
- Safe Deposit Box Key
- Military Discharge Papers
- Marriage Certificate
- Child Custody Papers
- Prenuptial Agreements / Divorce Papers
- Medical Records or Doctor/Diagnosis List
- Employment Papers / Benefit Statements
- Bank Statements – Last 3 years
- Credit Card Statements – Last 3 years
- Investment Statements – Last 3 years
- Tax Returns and Supporting Documents – Last 6 years
- Living Trust
- Power of Attorney (Durable)
- Power of Attorney (Health)