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ASSET WORKSHEET

INSTRUCTIONS FOR COMPLETING

Please keep all the following in mind while filling out the entire worksheet

This *Asset Worksheet* checklist is designed to help you list all the property you own and what it is worth (estimations are acceptable). Throughout this entire document the more information provided the more it helps our firm provide quality legal services (it is acceptable to leave inapplicable questions blank). Please use **extra sheets** of paper to list any additional property shall you run out of space.

Immediately after the heading of **TYPE** please list each kind of property owned relevant to that topic. Example: Under the topic **FURNITURE AND PERSONAL EFFECTS**, jewelry is a **TYPE**.

How you own your property is extremely important for purposes of properly designing and implementing your estate plan. For each property listed throughout this document where it says **OWNER** please indicate how the property is titled. When doing so, please use the abbreviations listed in the table below:

| Owner of Property | Please Use |
|--|------------|
| If married, Husband's name alone, with no other person | H |
| If married, Wife's name alone, with no other person | W |
| If married, Joint Tenancy with spouse | JTS |
| Joint Tenancy with someone other than a spouse, i.e. child, parent, sibling etc. | JTO |
| If it is an entity that is owned by selves | SE |
| If it is an entity that is owned with others | OE |
| If you cannot determine how the property is owned | ? |

HUSBAND

Full Name: _____

Mobile Number: _____

WIFE

Full Name: _____

Mobile Number: _____

Date Completed: _____

BANK AND SAVINGS ACCOUNTS

TYPE: Checking Account (CA), Savings Account (SA), Certificates of Deposit (CD), Money Market (MM)
Do not include IRAs or 401(k)s here

Note: If Account is in your name (or your spouse's name) for the benefit of a minor, please specify and give minor's name.

| Banking Institution and Address | Owner | Account Number | Type of Account | Balance | Beneficiary/ POD |
|--|--------------|-----------------------|----------------------------|----------------|-----------------------------|
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RETIREMENT PLANS

TYPE: Pension (P), Profit Sharing (PS), H.R. 10, IRA, SEP, 401(K).

| Company and Address | Owner | Account/Policy Number | Type of Plan | Value | Beneficiary/POD |
|----------------------------|--------------|------------------------------|---------------------|--------------|------------------------|
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INVESTMENTS

List any and all stocks, bonds, or investment accounts you own. If held in a brokerage account, lump them together under each account and provide brokerage firm's information.

| Company/Broker And address | Owner | Account/Policy Number | Type of Account | Value | Beneficiary/POD |
|-----------------------------------|--------------|------------------------------|------------------------|--------------|------------------------|
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LIFE INSURANCE POLICIES AND ANNUITIES

TYPE: Term (T), Whole Life (W), Universal (U), Group Life (G), Annuity (A).

| Insurance Company/ Insurance Agent | Owner | Account/Policy Number | Type of Insurance | Value | Beneficiary/ POD |
|---------------------------------------|-------|--------------------------|----------------------|-------|---------------------|
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LONG TERM CARE INSURANCE

| Insurance Company/ Insurance Agent | Owner | Account/Policy Number | Details on Coverage |
|---------------------------------------|-------|--------------------------|---------------------|
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AUTOMOBILES, BOATS, AND RVS

List the make, model, year, VIN #, how titled, market value and the amount of any outstanding loan on each titled vehicle.

| Make, Model, Year, and VIN | Owner/Titled | Market Value | Outstanding Loan Amount |
|-----------------------------------|---------------------|---------------------|--------------------------------|
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FURNITURE AND PERSONAL EFFECTS

List major personal effects (ex. Jewelry, collections, antiques, etc.) and please give estimated values.

| Description | Owner | Approximate Market Value |
|--------------------|--------------|---------------------------------|
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FARM MACHINERY AND EQUIPMENT

List major farm machinery and equipment, and tools, and please give estimated values.

| Description | Owner | Approximate Market Value |
|--------------------|--------------|---------------------------------|
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MONEY OWED TO YOU

Mortgages or promissory notes payable to you, or other moneys owed to you.

| Name of Debtor | Date of Note | Maturity Date | Owed To | Current Balance |
|----------------|--------------|---------------|---------|-----------------|
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ANTICIPATED INHERITANCE, GIFT, OR LAWSUIT JUDGMENT

Gifts or inheritances that you expect to receive at some time in the future; or moneys that you anticipate receiving through a judgment in a lawsuit. Please describe in as much detail as you have available.

OTHER ASSETS/ BUSINESS INTERESTS

Other property that you have that does not fit into any listed category.

EXAMPLES INCLUDE: General and Limited Partnerships, Sole Proprietorships, privately owned corporations, professional corporations, farm and ranch interests. Please give a description of the interests, your ownership in the interests, and the estimated value of the interests.

SUMMARY OF VALUES

Joint Property values enter half (1/2) in husband's column and half (1/2) in wife's column.

| <u>ASSETS</u> | <u>Husband</u> | <u>Wife</u> | <u>Total Value</u> |
|--------------------------------------|-----------------------|--------------------|---------------------------|
| <u>Real Estate</u> | | | |
| <u>Bank Accounts</u> | | | |
| <u>Retirement Plans</u> | | | |
| <u>Investments</u> | | | |
| <u>Life Insurance</u> | | | |
| <u>Long Term Care Insurance</u> | | | |
| <u>Automobiles</u> | | | |
| <u>Furniture, etc.</u> | | | |
| <u>Farm Machinery/Equipment</u> | | | |
| <u>Money Owed to You</u> | | | |
| <u>Anticipated Inheritance, Etc.</u> | | | |
| <u>Other Assets</u> | | | |
| <u>Total Assets:</u> | | | |