

ASSETS WORKSHEET

Where My Assets Are



1st GLOBAL, Inc.

Where My Assets Are (continued)

<u>ITEMS</u>	<u>LOCATION</u>					
	A	B	C	D	E	F
Birth certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Citizenship papers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My adoption papers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Military discharge papers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's birth certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's adoption papers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Divorce/separation records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names and addresses of relatives/friends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listing of professional and fraternal organization memberships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:						
_____ ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NAMES, ADDRESSES AND PHONE NUMBERS

Lawyer _____

Accountant _____

Stockbroker _____

Insurance Agent _____

Date Prepared _____

Copies Given To _____

BALANCE SHEET

Date _____, 20__

ASSETS - Everything you own with cash value.		LIABILITIES - What you owe: your debts.	
<p>CASH – Money you have on hand. Include cash at home, today’s checking and savings account balances.</p> <p style="text-align: right;">\$ _____</p>		<p>ACCOUNTS PAYABLE – Total balance of what you owe today on bills for goods and services (such as doctor bills) and credit card and store accounts. A credit card company or store usually lists the account’s total balance due on the monthly statement mailed to you. If you do not have these records contact the credit department of firms where you have accounts.</p> <p style="text-align: right;">\$ _____</p>	
<p>STOCKS, BONDS, OTHER SECURITIES – U.S. Savings Bonds, Treasury issues, other money market and stock market investments. Check your records for documentation of current holdings. Current market value for some types of securities may be found in newspaper financial pages; for others, contact your broker.</p> <p style="text-align: right;">\$ _____</p>		<p>CONTRACTS PAYABLE – Total remaining balance on installment credit contracts for goods such as a car, furniture, appliances, or services of someone working for you under contract. To figure the total amount due, multiply your monthly payment by the number of months remaining on the contract.</p> <p style="text-align: right;">\$ _____</p>	
<p>CASH SURRENDER VALUE LIFE INSURANCE – Investment or equity built up in your whole or straight life insurance policy; not face value. (Term life insurance has not cash surrender value.) find the cash surrender value from the chart on your policy.</p> <p style="text-align: right;">\$ _____</p>		<p>NOTES PAYABLE – Total balance due on cash, loans, both secured and unsecured. Contact the office where you received the loan if you don’t have these figures.</p>	
<p>ACCOUNTS RECEIVABLE – Money owed to you for goods and/or services. Check your files for items outstanding.</p> <p style="text-align: right;">\$ _____</p>		<p>TAXES – Federal and state income or property taxes due as of today (including any past due taxes). Do not list property taxes if they are automatically included with your mortgage payments or income taxes if they are automatically withheld. Self-employed people should include any Social Security taxes due. Check your income tax or property tax statements.</p> <p style="text-align: right;">\$ _____</p>	
<p>NOTES RECEIVABLE – Money owed to you and documented by promissory notes. Check your records for the balance of any note due you.</p> <p style="text-align: right;">\$ _____</p>		<p>REAL ESTATE LOANS – Balance you owe on deeds of trust (mortgages) on your property. Contact the office where you received the loan if you don’t have these figures. Also list any liens on property that you are liable for and must pay.</p> <p style="text-align: right;">\$ _____</p>	
<p>REBATES/REFUNDS – Money owed to you for refundable deposits, sales or tax refunds or rebates. Check your files for receipts and current 1040 income tax form.</p> <p style="text-align: right;">\$ _____</p>		<p>OTHER LIABILITIES – Court-ordered judgements of payments you must make, lawsuit settlements, past due accounts, etc.</p> <p style="text-align: right;">\$ _____</p>	
<p>AUTO/OTHER VEHICLES – Trucks, trailers mobile homes, motorcycles, campers, boats and airplanes. Vehicle dealers and some libraries carry special price books such as the Kelley Blue Book for new and used automobiles. If no published information is available, dealers may be able to tell you the current market value.</p> <p style="text-align: right;">\$ _____</p>			

BALANCE SHEET (cont.)

Date _____, 20____

ASSETS - Everything you own with cash value.		LIABILITIES - What you owe: your debts.	
<p>REAL ESTATE – Any land and/or structures affixed to land. Also, legal rights you may have to resources in the land: growing crops, water, minerals, etc. For an estimate of the current market value, you may contact a local real estate agent or hire a professional appraiser.</p> <p style="text-align: right;">\$ _____</p>		<p>TOTAL LIABILITIES</p> <p style="text-align: right;">\$ _____</p>	
<p>VESTED PENSION – Non-forfeitable rights to benefits you accumulate after a certain time under your employer’s pension plan. To find the current amount of your benefits, you must submit a written request to your employer or plan administrator.</p> <p style="text-align: right;">\$ _____</p>		<p>Contingent Liabilities – Debts you may or may not come to owe sometime in the future. If you cosigned a note and the other signer doesn’t pay, you may be responsible for paying the debt. If a suit is pending against you, you may be liable to pay a settlement.</p> <p style="text-align: right;">\$ _____</p>	
<p>KEOGH OR INDIVIDUAL RETIREMENT ACCOUNT – Available to those without employer pension plans or the self-employed. Record your account balance.</p> <p style="text-align: right;">\$ _____</p>		<p>NET WORTH - Your assets less your liabilities</p>	
<p>OTHER ASSESTS – Any property other than real estate that has cash value, estimated in terms of what it is worth today. To find an item’s value, check classified ads for comparable items or get estimates from dealers or special appraisers.</p> <p style="text-align: right;">\$ _____</p>		<p>ASSETS</p> <p style="text-align: right;">\$ _____</p>	
<p>Home furnishings/household goods/appliances</p> <p style="text-align: right;">\$ _____</p>		<p>LESS LIABILITIES</p> <p style="text-align: right;">\$ _____</p>	
<p>Hobby/sports equipment</p> <p style="text-align: right;">\$ _____</p>		<p>NET WORTH</p> <p style="text-align: right;">\$ _____</p>	
<p>Art/antiques/collections/jewelry/furs</p> <p style="text-align: right;">\$ _____</p>		<p>To check your figures, make sure: Assets = Liabilities + Net Worth</p>	
<p>Trade/professional tools and equipment</p> <p style="text-align: right;">\$ _____</p>			
<p>Livestock/pets for show or breeding</p> <p style="text-align: right;">\$ _____</p>			
<p>Trusts/patents/memberships/interest in estate</p> <p style="text-align: right;">\$ _____</p>			
<p>Interest in business/farm/commercial operation/investment club. (Any whole or part ownership.)</p> <p style="text-align: right;">\$ _____</p>			
<p>TOTAL ASSETS</p> <p style="text-align: right;">\$ _____</p>			

INCOME AND EXPENSE STATEMENT

From _____, 19 ____/20__ to _____, 20__

<p>INCOME – Money you receive for your use.</p> <p>GROSS SALARY/WAGES \$ _____</p> <p>LESS DEDUCTIONS Federal & state income tax, FICA, etc. - \$ _____</p> <p style="padding-left: 40px;">TAKE-HOME PAY \$ _____</p> <p>SPOUSE OR OTHER GROSS SALARY/WAGES \$ _____</p> <p>LESS DEDUCTIONS - \$ _____</p> <p style="padding-left: 40px;">TAKE-HOME PAY \$ _____</p> <p>COMMISSIONS, TIPS, BONUSES \$ _____</p> <p>NET PROFIT FROM BUSINESS, FARM, TRADE PROFESSION \$ _____</p> <p>INTEREST OR DIVIDENDS FROM SAVINGS, STOCKS, BONDS, OTHER SECURITIES, NOTES \$ _____</p> <p>NET PROFIT FROM SALE OF ASSESTS \$ _____</p> <p>NET PROFIT FROM RENTAL PROPERTY \$ _____</p> <p>INCOME FROM ALIMONY/CHILD SUPPORT/MAINTENANCE (Court Ordered) \$ _____</p> <p>REFUNDS/REBATES \$ _____</p> <p>CASH GIFTS \$ _____</p> <p>OTHER INCOME</p> <p style="padding-left: 20px;">Social Security benefit \$ _____</p> <p style="padding-left: 20px;">Pensions, annuities \$ _____</p> <p style="padding-left: 20px;">Veterans benefits \$ _____</p> <p style="padding-left: 20px;">Unemployment benefits \$ _____</p> <p style="padding-left: 20px;">Disability benefits \$ _____</p> <p style="padding-left: 20px;">Life insurance benefits \$ _____</p> <p style="padding-left: 20px;">Income from trusts \$ _____</p> <p style="padding-left: 20px;">Royalties/residuals \$ _____</p> <p>TOTAL INCOME \$ _____</p>		<p>FIXED EXPENSES – Payments you must make, usually set by written agreement, at regular times for set amounts. Also included are self-established savings goals. \$ _____</p> <p>RENT OR MORTGAGE PAYMENTS – Include property tax and insurance if automatically included in payment. \$ _____</p> <p>OTHER REAL ESTATE PAYMENT – Second mortgage, home improvement loan (if secured by home), vacation home, storage rental, homeowner association fees. \$ _____</p> <p>INCOME TAXES – Federal and state taxes due in addition to withholding taxes; past taxes. \$ _____</p> <p>PROPERTY TAXES – If not part of house payment. \$ _____</p> <p>OTHER TAXES – Gift or estate taxes. \$ _____</p> <p>INSTALLMENT CONTRACT PAYMENTS – Fixed payments made at regular intervals over specific time periods for purchase of vehicles, mobile home, furniture, appliances, etc. \$ _____</p> <p>PERSONAL PROPERTY LEASE PAYMENTS – Auto, furniture, equipment \$ _____</p> <p>INSURANCE – Real property (fire, liability, theft, etc., if not included in house payment), personal property (home-owner's, renter's, auto), life, health, other. \$ _____</p> <p>REGULAR PAYMENTS TO OTHERS – Alimony, child support, maintenance. \$ _____</p> <p>REGULAR CONTRIBUTIONS – Church, charities, etc. \$ _____</p> <p>DUES – Union, club and other memberships. \$ _____</p> <p>SAVINGS – Regular Savings Accounts, Christmas Club, Time Deposit Accounts, Savings Bonds, etc. \$ _____</p> <p>TOTAL FIXED EXPENSES \$ _____</p>	
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