

# Personal Financial Affairs

Your Book of Records



**COMMUNiTY**  
**FOUNDATION OF**  
**MORGAN COUNTY**

The mission of CFMC is to connect donors and their charitable giving with our evolving community needs in order to enhance quality of life for current and future generations through impact grant making.

Record of Personal Financial Affairs for (name):

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Information contained here is current as of (date):

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This form provides you with a convenient method of recording information about your personal financial affairs. The information you collect in your Record of Personal Financial Affairs can have several practical uses:

- Summarize your present financial position
- Inform your attorney and other advisors of your assets and objectives
- Assist your family members in the event of your absence or incapacity

Review the form first to determine the information you will need to complete it. Then collect the certificates, documents, records, and other information and record accurate financial data.

Preparing your Record of Personal Financial Affairs may reveal areas where you want to make changes or take some additional action. If you do so, make it a point to update this form. We strongly recommend an annual review.

The time you spend compiling this information can be very rewarding. You will have the satisfaction of knowing that your financial affairs are in order and that you have taken steps to ensure the effective management of your assets.

If we can be of assistance to you, please feel free to call. As with all other sensitive legal and personal information, keep this document in a secure location and share it only with those who need access to such information.

## Individual and Family Background

Legal residence \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupation \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_

Date and place of birth \_\_\_\_\_  
\_\_\_\_\_

- married    single  
 divorced    widowed

Date and place of marriage \_\_\_\_\_  
\_\_\_\_\_

Prior marriages (date and place) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Children: name, DOB, natural, adopted,  
or stepchild? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other close relatives (if any):

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

## Employment, Compensation, and Benefits

Employer \_\_\_\_\_

Date of hire \_\_\_\_\_

Position/Title \_\_\_\_\_  
\_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Bonus/commission \_\_\_\_\_

Check all that apply:

- Medical Insurance  
 Group Life Insurance

Amount \$ \_\_\_\_\_

Primary beneficiary \_\_\_\_\_

Secondary beneficiary \_\_\_\_\_

- Disability Insurance  
 IRA (Specify:  Traditional  Roth)  
 Pension/Profit Sharing/401(k) Plan

Value of death benefits \$ \_\_\_\_\_

Beneficiary \_\_\_\_\_

Form of payout elected \_\_\_\_\_

- Other employment benefits (describe)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Wills

Have you executed a will? \_\_\_\_\_

Date of execution \_\_\_\_\_

Drafting attorney (name and address) \_\_\_\_\_

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Executor of will (name and address) \_\_\_\_\_

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Special instructions to executor or beneficiaries \_\_\_\_\_

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Has your spouse executed a will? \_\_\_\_\_

Date of execution \_\_\_\_\_

Drafting attorney (name and address) \_\_\_\_\_

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Executor of will (name and address) \_\_\_\_\_

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## Trusts

Have you created a living trust agreement? \_\_\_\_\_

How many? \_\_\_\_\_

Are these agreements

revocable?

irrevocable?

Are any of the trusts related to a pour-over provision in your will? \_\_\_\_\_

Names and addresses of the trustees \_\_\_\_\_

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Names and addresses of the beneficiaries

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Approximate value of trusts \$ \_\_\_\_\_

Nature of properties included in trusts \_\_\_\_\_

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Name and address of the attorney drafting the trust(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the property is not in your name alone, who is/are the co-owner(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you executed a

- power of attorney?
- health care proxy?
- living will?

Is there a right of survivorship? \_\_\_\_\_

### Residential Real Estate

### Non-Residential Real Estate

Location #1 \_\_\_\_\_

Location #1 \_\_\_\_\_

Description \_\_\_\_\_

Description \_\_\_\_\_

Approx. Value \$ \_\_\_\_\_

Approx. Value \$ \_\_\_\_\_

Mortgage \$ \_\_\_\_\_

Mortgage \$ \_\_\_\_\_

Mortgagor \_\_\_\_\_

Mortgagor \_\_\_\_\_

If the property is not in your name alone, who is/are the co-owner(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the property leased? \_\_\_\_\_

Name of lessee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a right of survivorship? \_\_\_\_\_

Duration of lease \_\_\_\_\_

Annual rent \$ \_\_\_\_\_

Location #2 \_\_\_\_\_

If the property is not in your name alone, who is/are the co-owner(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description \_\_\_\_\_

Is ownership

- tenancy-in-common?
- joint tenancy?
- community property?

Approx. Value \$ \_\_\_\_\_

Location #2 \_\_\_\_\_

Mortgage \$ \_\_\_\_\_

Mortgagor \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_

Approx. Value \$ \_\_\_\_\_

Annual rent \$ \_\_\_\_\_

Mortgage \$ \_\_\_\_\_

If the property is not in your name alone,  
who is/are the co-owner(s)? \_\_\_\_\_

Mortgagor \_\_\_\_\_

Is the property leased? \_\_\_\_\_

Name of lessee \_\_\_\_\_

Is ownership

tenancy-in-common?

joint tenancy?

community property?

Duration of lease \_\_\_\_\_

### Stock

Name	Shares	Purchase Date	Cost	Value
_____				
_____				
_____				
_____				

Name of co-owner, if any \_\_\_\_\_

Special dividend arrangements \_\_\_\_\_

### Bonds

Denomination	Purchase Date	Cost	Value
_____			
_____			
_____			
_____			

### Mutual Fund Shares

Shares	Purchase Date	Cost	Value
_____			
_____			
_____			

Name of co-owner, if any \_\_\_\_\_

## Bank Accounts and Certificates

### Checking Accounts

Bank	Account Number	Co-owner	Avg. Balance
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Savings Accounts

Bank	Account Number	Co-owner	Avg. Balance
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Certificates of Deposit

Bank/Financial Institution	Amount	Maturity Date	Co-owners
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Life Insurance Policies

### 1) On your own life

Policy number \_\_\_\_\_

Company \_\_\_\_\_

\_\_\_\_\_

Principal amount \$ \_\_\_\_\_

Cash value \$ \_\_\_\_\_

Beneficiaries \_\_\_\_\_

\_\_\_\_\_

Loans against the policy \$ \_\_\_\_\_

\_\_\_\_\_

Location of policy \_\_\_\_\_

### 2) You own on the life of another

Policy number \_\_\_\_\_

Company \_\_\_\_\_

\_\_\_\_\_

Principal amount \$ \_\_\_\_\_

Cash value \$ \_\_\_\_\_

Beneficiaries \_\_\_\_\_

\_\_\_\_\_

Loans against the policy \$ \_\_\_\_\_

\_\_\_\_\_

Location of policy \_\_\_\_\_

## Business Interests

### ***Nature of Ownership***

Do you have ownership in a business? \_\_\_\_\_

Is the business

- a proprietorship?
- a partnership?
- a corporation ( C or  S)?
- a family limited partnership?
- a limited liability company?

If you do not have sole interest, what is the percent of your ownership? \_\_\_\_\_

Other owners of the business:

Name \_\_\_\_\_

Age \_\_\_\_\_

Percentage of ownership \_\_\_\_\_

Name \_\_\_\_\_

Age \_\_\_\_\_

Percentage of ownership \_\_\_\_\_

Name \_\_\_\_\_

Age \_\_\_\_\_

Percentage of ownership \_\_\_\_\_

### ***Sale of the Business after Death***

Is your estate committed to sell the business after your death? \_\_\_\_\_

Indicate the parties to this agreement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of agreement \_\_\_\_\_

Sources of funds to carry out transaction \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Value of the business \$ \_\_\_\_\_

Your interest in it \_\_\_\_\_

\_\_\_\_\_

## Tangible Personal Property

Do you maintain a list of your valuable possessions? \_\_\_\_\_

Where is the list located? \_\_\_\_\_

\_\_\_\_\_

Indicate the major items of value within each category:

Automobiles \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home furnishings \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Jewelry \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Antiques and art \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other tangibles \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Liabilities

I owe money or am financially obligated to

\_\_\_\_\_

Amount \$ \_\_\_\_\_

Location of note \_\_\_\_\_

Due date \_\_\_\_\_

Collateral \_\_\_\_\_

Terms of payment \_\_\_\_\_

I owe money or am financially obligated to

\_\_\_\_\_

Amount \$ \_\_\_\_\_

Location of note \_\_\_\_\_

Due date \_\_\_\_\_

Collateral \_\_\_\_\_

Terms of payment \_\_\_\_\_

I owe money or am financially obligated to

\_\_\_\_\_

Amount \$ \_\_\_\_\_

Location of note \_\_\_\_\_

Due date \_\_\_\_\_

Collateral \_\_\_\_\_

Terms of payment \_\_\_\_\_

## Personal Advisors

Indicate the name, address, telephone number and email of your:

Physician(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Clergy \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Insurance agent \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attorney \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trust officer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accountant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Investment broker \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial planner \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Location of Key Documents

Birth certificate \_\_\_\_\_  
\_\_\_\_\_

Marriage certificate \_\_\_\_\_  
\_\_\_\_\_

Preuptial agreement \_\_\_\_\_  
\_\_\_\_\_

Divorce papers \_\_\_\_\_  
\_\_\_\_\_

Naturalization (citizenship) papers \_\_\_\_\_  
\_\_\_\_\_

Passport \_\_\_\_\_  
\_\_\_\_\_

Employment, pension, and benefit records \_\_\_\_\_  
\_\_\_\_\_

Tax returns \_\_\_\_\_  
\_\_\_\_\_

Last will and testament (original) \_\_\_\_\_  
\_\_\_\_\_

Funeral/burial instructions \_\_\_\_\_  
\_\_\_\_\_

Deeds to real estate \_\_\_\_\_  
\_\_\_\_\_

Stock certificates, bonds, mutual fund shares \_\_\_\_\_  
\_\_\_\_\_

Living will \_\_\_\_\_  
\_\_\_\_\_

Power of attorney \_\_\_\_\_  
\_\_\_\_\_

Health care proxy \_\_\_\_\_  
\_\_\_\_\_

Safety deposit box \_\_\_\_\_  
\_\_\_\_\_

Business buy-sell agreements \_\_\_\_\_  
\_\_\_\_\_

## Digital Assets—Usernames and Passwords

Email \_\_\_\_\_ Financial Accounts \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Social Media \_\_\_\_\_

_____	_____
_____	_____

Digital Currency (location/instructions) \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



