

FINANCIAL LIFE INVENTORY PLANNING CHECKLIST		
I. Asset Inventory	A. Financial asset statements <input type="checkbox"/> Bank, Brokerage, Retirement Accounts, other <input type="checkbox"/> Statements within 90 days if possible	START DATE
		COMPLETION DATE
II. Beneficiary Audit	A. Confirm accounts and policies with beneficiary designations are up to date <input type="checkbox"/> 401(k), IRAs, Life Insurance, Pension and any Taxable Account beneficiary designations	START DATE
		COMPLETION DATE
III. Real Estate Assets	A. Personal <input type="checkbox"/> Confirm titling, date and purchase, gather improvement documents (HVAC, new roof) B. Rental <input type="checkbox"/> Review and confirm titling, date and purchase, improvement and depreciation history	START DATE
		COMPLETION DATE
IV. Vehicles	A. Confirm titling B. Current statement if loan or lease C. Kelly Blue Book or comparable value D. Any warranty documents	START DATE
		COMPLETION DATE
V. Debts & Liabilities	A. Recent Statement <input type="checkbox"/> Required information - current balance, interest rate and current monthly payment	START DATE
		COMPLETION DATE
VI. Insurance Policies	A. Recent statements, and if possible, request an electronic copy of contract <input type="checkbox"/> Life, Long-Term Care, Disability, Auto, Home, Umbrella – if applicable	START DATE
		COMPLETION DATE
VII. Current Health Plan	A. Current healthcare plan summary document B. Future retiree health benefit information - if applicable C. Pay-stub showing deductions (for next step reference as well)	START DATE
		COMPLETION DATE
VIII. Other Employer Benefits	A. Dental, Vision and other coverage summary plan documents	START DATE
		COMPLETION DATE
IX. Social Security	A. Copy of current benefit statement B. In case of divorce and/or death - marriage certificate and divorce decree if applicable	START DATE
		COMPLETION DATE
X. Pension Benefits	A. Individual benefit statement B. Summary plan description	START DATE
		COMPLETION DATE
XI. Collection of Documents	A. Personal <input type="checkbox"/> All Legacy/Estate documents - shred out of date documents B. Business <input type="checkbox"/> Copies of all agreements and business continuity plan (if applicable)	START DATE
		COMPLETION DATE
XII. Other Considerations	A. Abandoned property search <input type="checkbox"/> Do not leave money to the government B. Password Manager <input type="checkbox"/> Consolidate password ledgers and/or sticky notes to a secure password manager C. Document Cleaning <input type="checkbox"/> Old or unneeded documents securely shred	START DATE
		COMPLETION DATE
XIII. Final Step	A. Develop a personalized income and expense statement <input type="checkbox"/> Categorize all future income and expenses and develop initial budget <input type="checkbox"/> Factor future budget for debt pay-off as well as unforeseen expenses	START DATE
		COMPLETION DATE