Asset Organizer

Name:______________________________ Date:__________________________

DOCUMENTS NEEDED FROM CLIENT

To assist you in the funding process of your trust(s), please provide us with copies of ownership documents for the various assets that you may own. Ownership documents would include copies of the following:

- ☐ **Copies of all bank, brokerage and annuity account statements**. The information we are looking for is the name and address of the institution, the account number, pay on death and/or beneficiary designation, and the name of the owner of the account. If the first or second page of each statement includes this information, you need only provide copies of those pages.

- ☐ **Copies of all Deeds showing real estate and/or mineral interest ownership**. We need the entire Deed. Tax statements are insufficient as they don't contain all of the information we need.

- ☐ **Copies of the ownership page for all life insurance policies.** Again, we are looking for the name and address of the insurance company, the name of the insured, and the policy number.

- ☐ **Copies of all stock and/or LLC certificates or paperwork showing partnership or sole proprietorship interests.**

- ☐ **Copies of Vehicle Titles.**

- ☐ **Copies of all retirement plans, including IRA accounts, Pension Plans, Profit Sharing Plans, 401(k) Plans or any other type of retirement account**. We are looking for the name and address of the plan administrator, the name of the owner of the plan, and the plan account number.

- ☐ **Copies of all Bills of Sale, Depreciation Schedules, Brand Cards**.

- ☐ Copies of documents showing any monies <u>owed to you</u>, or that <u>you gifted</u>, such as **Mortgage Deeds or Promissory Notes, etc.**

If you own any other type of asset that isn't listed above, please provide a copy of the ownership document for that asset.

PURPOSE: This form helps us in creating your trust(s) and in transferring property into such trust(s).

WHAT GOES WHERE: The checklist serves to help remind you of categories of property which you may hold. A first glance through the 17 categories will give a good idea of what to list where. [For example, annuities (and any investments you're not sure where to put) go in Category 6].

WE'LL HELP! Please call us with any questions you have in filling out your Asset Organizer.

CATEGORY 1.

Cash, Checking Accounts, Savings Accounts, Money Markets, Certificates of Deposit, IRA's

<u>Copies Needed</u> - Bank statement and/or signature card, copy of CD, statements from other financial institutions

Name of Institution	Type of Asset*	Account Number	Type of Ownership**	Balance

Safe Deposit Box #__________ Located at ________________________ **TOTALS $**____________

Asset Key*
Checking Account (CA)
Savings Account (SA)
Certificate of Deposit (CD)
Money Market (MM)
IRA

Ownership Key**
Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)
Tenants in Common (TC)
Joint w/other (JTO)
Community Property (CP)
Husband's trust (HT)
Wife's trust (WT)
Single trust (Trust)

CATEGORY 2.
Real Estate

<u>Copies Needed</u> - Deed or Contract for Deed (Please note that a tax statement not sufficient)

Address of Each Property	Type of Ownership **	Mortgage	Approximate Fair Market Value

TOTALS: _______________

Ownership Key **

Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)

Tenants in Common (TC)
Joint with Other (JTO)
Community Property (CP)

Husband's Trust (HT)
Wife's Trust (WT)
Single trust (Trust)

CATEGORY 3.
Money Owed Me

<u>Copies Needed</u> - Promissory Note, plus mortgage and/or security agreement, if any

Name of Debtor	Date Note is Due	What is the Collateral?	Date Note Created	Owed to ? **	Balance of Note

CATEGORY 4.
Money Gifted
(in the last 5 years)

<u>Copies Needed</u> – Gift Agreement, receipts, notes, etc.

Name of Debtor	Date Note is Due	What is the Collateral?	Date Note Created	Owed to ? **	Balance of Note

TOTALS: _______________

Ownership Key **

Husband and Wife (H&W)	Tenants in Common (TC)	Husband's Trust (HT)
Sole/Husband (H)	Joint with Other (JTO)	Wife's Trust (WT)
Sole/Wife (W)	Community Property (CP)	Single trust (Trust)

CATEGORY 5.

Stocks, Bonds, Mutual Funds Held in Your Own Name (not a brokerage house)

<u>Copies Needed</u> - The front of each certificate

Company	Type of Ownership **	Number of Shares	Fair Market Value

TOTALS: ________________

Ownership Key **

Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)

Tenants in Common (TC)
Joint with Other (JTO)
Community Property (CP)

Husband's Trust (HT)
Wife's Trust (WT)
Single trust (Trust)

CATEGORY 6.
Stocks, Bonds, Mutual Funds Held by Your Broker

<u>Copies Needed</u> - Recent monthly or quarterly statement

Name of Financial Institution	Type of Ownership **	Account Number	Market Value

TOTALS: ________________

Ownership Key **

Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)

Tenants in Common (TC)
Joint with Other (JTO)
Community Property (CP)

Husband's Trust (HT)
Wife's Trust (WT)
Single trust (Trust)

CATEGORY 7.
Annuities and Other Securities

<u>Copies Needed</u> - A copy of the front page of the annuity or other security, including the beneficiary information

Name of Custodian	Type of Ownership **	Type of Investment	Fair Market Value

TOTALS: ________________

Ownership Key **

Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)

Tenants in Common (TC)
Joint with Other (JTO)
Community Property (CP)

Husband's Trust (HT)
Wife's Trust (WT)
Single trust (Trust)

CATEGORY 8.
Corporations or Limited Liability Companies

Copies Needed - **Each stock, partnership, or ownership certificate you hold**

Company/Entity	Number of Shares	Buy/Sell or Business Agreement Date	Percentage Owned	Type of Ownership **	Market Value

TOTALS: ________________

Ownership Key **

Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)

Tenants in Common (TC)
Joint with Other (JTO)
Community Property (CP)

Husband's Trust (HT)
Wife's Trust (WT)
Single trust (Trust)

CATEGORY 9.
Partnerships - General, Limited, Family Limited Partnerships, Other

Copies Needed - Partnership Agreement plus Buy/Sell or Business Continuation Plan

Name and Type of Partnership	Partnership Interest as General Partner	Partnership Interest as Limited Partner	Partnership Agreement (attach if yes)	Type of Ownership **	Buy/Sell or Business Continuity Plan?	Value

TOTALS: ________________

Ownership Key **

Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)

Tenants in Common (TC)
Joint with Other (JTO)
Community Property (CP)

Husband's Trust (HT)
Wife's Trust (WT)
Single trust (Trust)

CATEGORY 10.
Sole Proprietorship Business Interests

<u>Copies Needed</u> - Depreciation Schedule, bills of sale, vehicle titles, etc.
You personally own each of the assets in the form of business and need to provide a copy of each document showing ownership

Name of Business	Description of Business	Type of Ownership **	Value

TOTALS: ________________

Ownership Key **
Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)
Tenants in Common (TC)
Joint with Other (JTO)
Community Property (CP)
Husband's Trust (HT)
Wife's Trust (WT)
Single trust (Trust)

CATEGORY 11.
Farm and Ranch (Sole Proprietorship)

<u>Copies Needed</u> - Depreciation schedule, bills of sale, vehicle titles, mortgages, brand cards, etc.
You personally own each of the assets in this form of business and need to provide documents which show you own them

Name of Farm or Ranch and Description of Asset (Livestock, leases, vehicles with titles, depreciation schedule listing machinery)	Type of Ownership **	Market Value

TOTALS: ____________

Ownership Key **

Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)

Tenants in Common (TC)
Joint with Other (JTO)
Community Property (CP)

Husband's Trust (HT)
Wife's Trust (WT)
Single trust (Trust)

CATEGORY 12.
Oil, Gas, and Mineral Interests

Copies Needed - The mineral deed, deed if you sold property but retained mineral rights, leases, overriding royalty, farmout, working, interest, pooling agreement, division order, etc.

Description	Type of Ownership **	Producing Property?	Market Value

TOTALS: ________________

Ownership Key **

Husband and Wife (H&W)	Tenants in Common (TC)	Husband's Trust (HT)
Sole/Husband (H)	Joint with Other (JTO)	Wife's Trust (WT)
Sole/Wife (W)	Community Property (CP)	Single trust (Trust)

CATEGORY 13.
Personal Property

<u>Copies Needed</u> - Vehicle title and Lien Release, Game and Fish slip for boats, etc.
Please itemize non-business assets like vehicles, jewelry, boats, antiques, art "big kid toys", etc. (You don't need to list furniture)

Description of Asset	Type of Ownership **	Value

TOTALS: ________________

Ownership Key **

Husband and Wife (H&W)	Tenants in Common (TC)	Husband's Trust (HT)
Sole/Husband (H)	Joint with Other (JTO)	Wife's Trust (WT)
Sole/Wife (W)	Community Property (CP)	Single trust (Trust)

CATEGORY 14.
Life Insurance Policies

<u>Copies Needed</u> - Please provide the first two pages of the policy along with the handwritten application form (which shows beneficiary). Also, contact your insurance agent and request a Change of Beneficiary Form and bring it with you if you can

Name of Insured	Owner (who pays)	Insurance Co. & Policy No.	Type of Policy *	Cash Value	Loan Amount	Primary Beneficiary	Face Value or Death Benefit

TOTALS: ________________

Ownership Key **
Sole/Husband (H)
Sole/Wife (W)
Irrevocable Life Insurance Trust (ILIT)

Policy Type Key **
Whole Life
Term
Universal
Split Dollar
Group
Key Person

CATEGORY 15.
Retirement Plans

<u>Copies Needed</u> - Documents you signed to set up or enroll in the plan. Account statement, beneficiary designation, summary plan description. Please list the investment itself here and on the page that applies to that type of investment (i.e., an annuity would also go in Category 6 and we need a copy of the annuity itself). On this page just list the type of retirement plan (IRA, 401(k), 403(b), deferred annuity, etc.), who owns it, the page it is also listed on, and identify the beneficiaries.

A. PENSION PLANS

Name of Institution	Who Owns	Other Category Asset Listed In	Primary Beneficiary	Contingent Beneficiary

B. PROFIT SHARING PLANS

Name of Institution	Who Owns	Other Category Asset Listed In	Primary Beneficiary	Contingent Beneficiary

C. IRA's

Name of Institution	Who Owns	Other Category Asset Listed In	Primary Beneficiary	Contingent Beneficiary

CATEGORY 15 (cont).
Retirement Plans

D. <u>OTHER TYPES OF PLANS (401(k), 457's, etc.)</u>

Name of Institution	Who Owns	Other Category Asset Listed In	Primary Beneficiary	Contingent Beneficiary

CATEGORY 16.
Gold, Silver, Precious Metals, etc.

List Gold, Silver, and other Precious Metals

Description of Asset	Type of Ownership **	Value

TOTALS: ________________

Ownership Key **

Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)

Tenants in Common (TC)
Joint with Other (JTO)
Community Property (CP)

Husband's Trust (HT)
Wife's Trust (WT)
Single trust (Trust)

CATEGORY 17.
Crypto Currency

List Crypto Wallets or Exchanges that you use to store your Crypto Currencies

Description of Asset	Type of Ownership **	Value

TOTALS: ________________

Ownership Key **

Husband and Wife (H&W)
Sole/Husband (H)
Sole/Wife (W)

Tenants in Common (TC)
Joint with Other (JTO)
Community Property (CP)

Husband's Trust (HT)
Wife's Trust (WT)
Single trust (Trust)

SUMMARY OF VALUES

You have done it! Now that you have done all that hard work, simply transfer the totals from each of the category pages and list them here. By doing so, you will see a "snapshot" of your financial position as it stands today. Like most of our clients, you may be surprised at just how much you have acquired over the years. We hope that you too are pleasantly surprised!

ASSET	**AMOUNTS**				
	Husband's Name Only	**Wife's Name Only**	**Jointly Held**	**Husband's Trust**	**Wife's Trust**
1. Cash, Banks, etc.					
2. Real Estate					
3. Money Owed to you					
4. Money Gifted by you (in the last 5 years)					
5. Stocks, Bonds, Mutual Funds you hold					
6. Broker held Stocks, Bonds, Mutual Funds					
7. Annuities/Other Securities					
8. Corporations/LLCs					
9. Partnerships					
10. Sole Proprietorship Business Interests					
11. Farm and Ranch (Sole Proprietorship					
12. Oil, Gas, Mineral Intsts					
13. Personal Property					
14. Life Insurance Policies					
15. Retirement Plans					
16. Gold, Silver, Precious Metals, etc.					
17. Crypto Currency					
TOTALS:					

SUMMARY OF LIABILITIES

LIABILITY DESCRIPTION	**AMOUNTS**		
	Husband's Sole Obligations	**Wife's Sole Obligations**	**Joint Obligations**
1. Loans Payable	$	$	$
2. Accounts Payable	$	$	$
3. Real Estate Mortgages Payable	$	$	$
4. Contingent Liabilities	$	$	$
5. Loans Against Life Insurance	$	$	$
6. Unpaid Taxes	$	$	$
7. Other Obligations	$	$	$
TOTALS FROM PREVIOUS PAGE	$	$	$
Less: TOTAL LIABILITIES	$	$	$
NET ESTATE	$	$	$