



## Financial Organizer



No matter what your age or situation, it's important to consider...

How do you want your assets to pass to your heirs?

How can you ease the burden your survivors will face?

This worksheet can assist you with your estate planning by organizing all of your financial information in one brief document. Update it annually and keep a copy in your home, with your will, with your executor, and in your safe deposit box. Most importantly, let your relatives and advisors know where a copy can be found.

Bruning State Bank has a Trust Department with experienced staff who can work with your attorney, accountant, and other financial advisors to fulfill your estate planning needs. If we can help you with any questions or concerns, please give us a call!

*Your Country Bank Since 1891*

**BRUNING**  
800.403.5889

**HEBRON**  
800.405.6167

**BROKEN BOW**  
877.872.2757

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877.995.3880

Today's Date: \_\_\_\_\_

## Personal Information

Your Full Name:

SS#:

DOB:

Marital Status:  Married  Single  Widowed  Divorced  Separated

Employment Status:  Full time  Part time  Self-employed  Homemaker  Retired  Unemployed

Employer:

Occupation or Title:

Work Phone:

Mobile Phone:

Home Address:

Mailing Address:

Home Phone:

Email Address:

Spouse's Full Name:

SS#:

DOB:

Employment Status:  Full time  Part time  Self-employed  Homemaker  Retired  Unemployed

Employer:

Occupation or Title:

Work Phone:

Mobile Phone:

Email Address:

Child's Name:

SS#:

DOB:

Child's Name:

SS#:

DOB:

Child's Name:

SS#:

DOB:

Child's Name:

SS#:

DOB:

Child's Name:

SS#:

DOB:

## Location of Important Documents

Will:

Birth Certificate(s):

Trust:

Marriage Certificate:

Power of Attorney:

Death Certificate(s):

Healthcare Directive/Living Will:

Property Deeds/Titles:

Other Documents (passports, adoption papers, divorce decrees, custody agreements, military papers, citizenship documents, funeral instructions, etc.):

# Assets

## Deposit Accounts (Checking, Savings, Money Market) and Certificates of Deposit

Institution Name	Owner(s)	Acct/CD #	Balance

## Real Estate Owned

Description & Location	Owner(s)	Loan Balance	Market Value

## Other Property Owned (car, boat, etc.)

Description & Location	Owner(s)	Loan Balance	Market Value

## Real Estate or Property Leased

Description & Location	Lease Expiration Date

## Other Special Items of Value (jewelry, antiques, coins, etc.)


## Investments

### Stocks, Bonds, and Mutual Funds

Name of Security	Owner(s)	# of Shares	Purchase Price	Current Value

### Annuities and Retirement Accounts (IRA, 401k, Pension, etc.)

Name of Company/Bank and Account Number	Owner(s)	1 <sup>st</sup> Beneficiary	2 <sup>nd</sup> Beneficiary	Current Value

## Insurance

### Property & Casualty, Health, Long-Term Care, etc.

Name of Company/Agent and Policy Number	Type of Insurance	Insured

### Life and Credit Life

Name of Company/Agent and Policy Number	Insured	1 <sup>st</sup> Beneficiary	2 <sup>nd</sup> Beneficiary	Amount

## Safe Deposit Boxes

Institution:	Institution:
Address:	Address:
Owner(s):	Owner(s):
Location of key:	Location of key:

## Liabilities

### Outstanding Loans

Bank Name	Borrower(s)	Type of Loan	Loan Number	Amount Owed

### Credit Cards

Bank Name	Card Number	Amount Owed

## Advisors

### Accountant/Tax Professional

Name:

Firm:

Address:

Phone:

Email:

### Estate Planning Attorney

Name:

Firm:

Address:

Phone:

Email:

### Financial Advisor

Name:

Firm:

Address:

Phone:

Email:

## Other Financial Information

Do you own interest in a business?

Are you the beneficiary or trustee of a trust created by someone else?

Do you expect to receive any money or property (owed to you or as a gift or inheritance)?

Other Notes:

## Estate Planning Terms to Know

**Will** – legal document that defines how a person wants his or her assets distributed at death; may name an executor for the estate and guardianship for minor children. A will is the only way to ensure that your property will be passed to the heirs you choose. If you should die without a will in place, state laws will determine how your estate is divided.

**Trust** – legal relationship that enables one party (*trustee*) to hold money or other property (*principal*) transferred to the trust by a second party (*trustor*) for the benefit of one or more third parties (*beneficiaries*) according to the terms and conditions of a written agreement. A trust can be an effective way to simplify the management and transfer of your assets and may also have some tax advantages.

**Power of Attorney** – legal document granting one individual the authority to act for another for legal or financial purposes. It may be a general one that allows the attorney-in-fact to do virtually anything on behalf of the principal, or it may be limited to specific purposes, such as a Power of Attorney for Health Care.

**Living Will** – legal document that informs your family and health care providers of your wishes regarding life-prolonging medical treatments in the event you are not able to speak for yourself. (It is also known as a Health Care Directive.)

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# BRUNING STATE BANK

[www.bruningbank.com](http://www.bruningbank.com)

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