MANAGING YOUR PERSONAL ACCOUNTS

ACCOUNT REFERENCED SHEET

Managing finances today is complex, often involving multiple accounts from basic checking to conduit IRAs. This worksheet helps track your different accounts and is most useful if you follow three simple steps:

1 **UPDATE ANNUALLY**
Accounts and contact information change, the list is only as helpful as the information on it.

2 **STORE THE LIST**
in a secure location such as a safe or safety deposit box to prevent identity theft

3 **KEEP UPDATED COPY**
with your will and/or with a trustworthy friend or family member, in case of emergency.

Checking/Savings/CDs

Account Type	Account Number	Financial Institution	Address/Phone	PIN
Checking				
Savings				
CD				

Insurance

Policy Type	Insured (you , spouse)	Policy Number	Insurance Company	Address/Phone	Pin/Code
Term Life					
Employer					
Disability					
Prop/Cas					

Brokerage Accounts

Account Type	Account Number	Broker Dealer	Financial Advisor	Address/Phone	Pin/Access Code

Retirement Plans

Policy Type	Account Number	Policy Number	Insurance Co.	Address/Phone	Pin/Access Code

Other

Investment Type	Financial Institution	Address/Phone	Other Information

Outstanding Loans

Loan Type	Company	Contact Information

Credit Cards

Card Types	Card Number	Cancellation Phone #	Billings Address

Contact Information

Profession	Name/Company	Address	Phone Number