

# *Your Financial Life*



## **A Guide to Help Organize Your Financial Affairs**

Courtesy of:



**HALBERT WEALTH  
MANAGEMENT**

CHALLENGING WALL STREET'S CONVENTIONAL WISDOM

# *Your Financial Life*

Dear Friend:

It is our pleasure to be able to provide this very valuable booklet to you.

***Your Financial Life*** was developed specifically to serve as a simple and easy way to help organize your important financial information. Many who use this guide have told us that it has been an invaluable resource that summarizes their banking, investment, retirement, insurance and asset details.

Some have said they have found it useful in filing their taxes. It can also be a source of information for loved ones who will face the task of seeing that your financial matters are handled in the appropriate manner. We can't tell you the number of times we've been contacted by grieving family members who have lost loved ones and have no idea about how the family finances are organized, or where to go to find important documents. Even individuals with extensive wills and trusts sometimes neglect leaving behind simple instructions such as a list of all their investments or where important papers are kept.

You should keep in mind that completing this information is not something you do once and forget about it. Be sure to review your information on an annual basis – we suggest doing this during tax season – to ensure that all entries are still current. Old or outdated information will cause confusion. Since this contains a lot of personal information, it is critical that this be kept in a safe and secure place.

If you are a spouse, child or other responsible party reading this after the passing of your loved one, we hope you appreciate the time and effort it took to provide you with this important personal record. It should help you with the transfer of their estate and to carry out their final wishes.

HWM stands ready to assist you in any way we can. Please feel free to call us at 800-348-3601 if you have any questions or email us at [info@halbertywealth.com](mailto:info@halbertywealth.com).

Sincerely,

*The HWM Team*



## Completing *Your Financial Life*

*Your Financial Life* is designed to help you organize your financial matters. While we tried to think of everything to include, keep in mind that there will likely be items unique to your personal financial situation that may not be included in this document, but that you'll want to add. We have provided space at the end of each section for these items or for any additional comments and notes you may want to add.

- ✓ The privacy and security of this document is very important since it contains personal financial information that could be used for identity theft. Therefore, you should store this information in a secure place and may want to use password protection for your electronic version of the file. If you do protect the document with a password, be sure to share the password with your loved ones so they will also be able to access this document.
- ✓ Complete as much information as you think is necessary. This might include special notes that you think would be helpful. For example, "I usually talk to the agent's assistant Sylvia when I call." Or "This investment has a penalty if you redeem within 2 years of purchase."
- ✓ A good time to work on this document is early in a new month or quarter when you receive statements for your investments, liabilities, etc., or when you are working on your taxes.
- ✓ Plan to periodically update this file, perhaps quarterly or annually. A good idea is to keep a folder handy to hold documents received or notes you make as a reminder to update parts of the document.
- ✓ Remember to save the file periodically while you are working on it so you don't lose the information you have already entered.
- ✓ If you have this document on your computer, be sure to keep a few backup copies somewhere else. Copy the file to a removable drive, flash drive or DVD and store it in a fireproof safe or off-site in case something happens to your computer to make this file unreadable. You might also keep a copy on an Internet-based storage service such as Microsoft OneDrive, Google Drive, Carbonite or Dropbox.

If you use Microsoft Word to add your information to this document, the blocks in each table will expand to accommodate your answers. Depending on the length of your answer, this may affect the pagination of the document. If you use Adobe Reader to enter your information into the PDF version, the fields will automatically adjust the font size of your answers to fit the size of the blocks.

**Again, always remember this information is very personal and it should be kept in a secure private place. Also, be sure to let your loved ones know where this document is, the name of the file and any password information they will need to access it.**

If you have any questions about how to complete this document, please give one of our Investment Advisors at 800-348-3601 or email us at [info@halbertywealth.com](mailto:info@halbertywealth.com).

## Basic Information

Your Full Name:		
Spouse's Full Name:		
Current Address:		
Previous Address:		
Previous Address:		
	<b>Yours</b>	<b>Spouse's</b>
Date of Birth:		
City of Birth:		
Driver's License #:		
Social Security#:		
Citizenship:		
Passport #:		
Military ID #:		
Mother's Maiden Name:		
Other Information:		

***Questions? Call Halbert Wealth Management at 800-348-3601***





## Owner Occupied Real Estate

This section is for information pertaining to real estate. This is important since your real estate must be maintained and taxes, utilities, insurance, etc., kept up to date.

<b>Residence Address:</b>	
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<b>Primary Lienholder:</b>	
Address:	
Phone:	
Account #:	
Location of Paperwork:	
Monthly Payment:	
Due Date:	
<b>Second Lienholder:</b>	
Address:	
Phone:	
Account #:	
Location of Paperwork:	
Monthly Payment:	
Due Date:	
<b>Property Taxes:</b>	
<b>Homeowner's Assn. Fees:</b>	
<b>Alarm Information:</b>	

	Carrier	Agent
Homeowner's Insurance Name/Address/Phone:		
Policy #:		
Other Information:		

## Social Security, Retirement Benefits and Plans

It is important for your loved ones to know exactly what benefits you are receiving from Social Security and other retirement payments or retirement accounts. Remember, you may receive some benefits on a quarterly, semi-annual or annual basis.

	Contact Information	Account #	Amount
Social Security:	<a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a> 1-800-772-1213		
Pension:			
Pension:			
Other Recurring Income:			
IRA Account:			
IRA Account:			
IRA Account:			
401(k) Account			
403(b) Plan			
457 Plan			
Other:			



# Financial Assets

This section is primarily for the financial assets you own. One good way to make sure your list is complete is to check it against the account statements you receive (remember, some of the statements may come to you electronically so be sure to provide user IDs and passwords). These statements may come monthly or quarterly. When you receive them, check to see if the asset is listed on this spreadsheet. If not, make sure to add it.

Name	Address/Phone	Account #	Approximate Balance
Bank/Credit Union:			
Money Market/CD:			
Mutual Funds:			

Name	Address/Phone	Account #	Approximate Balance
Notes Receivable:			
Brokerage Accounts:			
Annuities:			
Limited Partnerships or other investments:			
Managed Accounts:			
Other Accounts:			

If you have questions about your investments, please call Halbert Wealth Management at 800-348-3601 and we'll be happy to help you.





Name	Address/Phone	Account #	Approximate Balance
Child Support:			
Mortgage Debt on Income Property:			
Guarantor on Debt or Lease:			
Other Liabilities:			



## Other Important Information

Document	Location	Notes
Birth Certificate:		
Marriage Certificate:		
Divorce Certificate:		
Child Support:		
Prenuptial Agreement:		
Pre-Planned Funeral Arrangements:		
Military Service Information:		
Trust Agreements:		
Safe Deposit Box/Key:		
Passport:		
Recent Tax Returns:		
Titles to Vehicles:		
Will:		
Living Will:		
Power of Attorney:		
Date this was completed:		





## Other Useful Information

We hope *Your Financial Life* will be helpful to you and your loved ones. Be sure to update your information as it changes, or as you find items that you did not include when you originally completed it.

### **Remember:**

- ✓ **Keep this in a safe place and if maintained electronically, with a secure password**
- ✓ **Make sure your loved ones know where to find it and that they have your passwords**
- ✓ **Keep it updated regularly**

Halbert Wealth Management, Inc. ("HWM") is an Investment Advisor registered with the Securities and Exchange Commission. Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Halbert Wealth Management, Inc and Pensionmark Financial Group, LLC are unaffiliated entities.



# HALBERT WEALTH MANAGEMENT

CHALLENGING WALL STREET'S CONVENTIONAL WISDOM

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**If you need help or have questions, feel free to call us.  
We're here to help!**