



**Everence**

Personal financial  
affairs directory



With everything going on in your life, managing your financial affairs can sometimes be a challenge. By completing this booklet, you're taking a step toward organizing your information, preparing for your future, and taking care of the gifts God has given you.

Having all your important personal financial information in one place can benefit you and your family, especially if the unexpected happens. This Personal Financial Affairs Directory is designed to help. It will make it simple to organize critical personal information to be used at a time when it will be needed most.

The Personal Financial Affairs Directory can be valuable in other ways. You may find it particularly helpful as you gather information to develop a comprehensive financial plan, with the help of an Everence advisor. You may want to consider leaving the directory with other trusted consultants such as your estate attorney or personal representative.

The benefit of this type of advance preparation is enormous, so please take time to complete these details accurately and thoroughly. We encourage you to store this document in a safe and secure location. Each year, it is a good idea to review the information recorded here to make sure it is current.

# Personal information

Full legal name \_\_\_\_\_

Date of birth \_\_\_\_\_

Birthplace \_\_\_\_\_

Social Security/taxpayer identification number \_\_\_\_\_

Citizenship (name of country) \_\_\_\_\_

Permanent home address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

\_\_\_\_\_

Part-time home address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_

Email address \_\_\_\_\_

Church membership \_\_\_\_\_

## *Passport information*

Passport number \_\_\_\_\_

Date issued \_\_\_\_\_

Valid until \_\_\_\_\_

**Notes**

*Family information*

Spouse's name \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Father's name \_\_\_\_\_

Mother's name \_\_\_\_\_

Maiden name (if applicable) \_\_\_\_\_

Former spouse's name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Children**

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Notes

**Grandchildren**

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Other relatives and friends**

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Notes**

*Key contacts*

**Attorney** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Financial advisor/representative** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Accountant or tax preparer** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Investment or stockbroker** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Homeowner's insurance agent** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Auto insurance agent** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Notes**

**Life insurance agent** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Pastor/clergy** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Durable power of attorney (medical)** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

**Durable power of attorney (assets)** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

# Employment information

**Notes**

Employer company name \_\_\_\_\_  
Business address \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_  
Business phone number(s) \_\_\_\_\_  
Date employed \_\_\_\_/\_\_\_\_/\_\_\_\_ Position \_\_\_\_\_  
Benefits coordinator \_\_\_\_\_  
Email \_\_\_\_\_

*Employment benefits*

- Health insurance/coverage
- Accidental death and/or disability insurance
- Cancer or critical illness insurance
- Life insurance
- Stock option
- Pension or deferred compensation plan
- Other retirement plan(s)
- Other \_\_\_\_\_

Location of proof of benefits  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notes**

*Previous employment*

Previous employer \_\_\_\_\_

Employment dates \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Business phone number(s) \_\_\_\_\_

Position \_\_\_\_\_

Employment benefits that remain effective

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of proof of benefits

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous employer \_\_\_\_\_

Employment dates \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Business phone number(s) \_\_\_\_\_

Position \_\_\_\_\_

Employment benefits that remain effective

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of proof of benefits

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Income sources

**Notes**

Income sources include current salary, Social Security benefits, annuities, securities, pensions, retirement accounts, trusts etc.

Source	Annual income amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

# Current liabilities

**Notes**

Liabilities include current credit cards, loans etc.

Source	Account number	Balance due
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

# Tax records

## Notes

### *Income tax records*

Location \_\_\_\_\_

Tax advisor \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email \_\_\_\_\_

### *Property and other tax records*

Location \_\_\_\_\_

Years covered \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

### *Safe deposit box*

Location \_\_\_\_\_

Address \_\_\_\_\_

Box number \_\_\_\_\_

Key location on file with \_\_\_\_\_

# Assets

## Notes

### *Bank accounts*

Financial institution \_\_\_\_\_

Account number \_\_\_\_\_

Online account web address \_\_\_\_\_

Type of account \_\_\_\_\_ Current balance \$ \_\_\_\_\_

Financial institution \_\_\_\_\_

Account number \_\_\_\_\_

Online account web address \_\_\_\_\_

Type of account \_\_\_\_\_ Current balance \$ \_\_\_\_\_

Financial institution \_\_\_\_\_

Account number \_\_\_\_\_

Online account web address \_\_\_\_\_

Type of account \_\_\_\_\_ Current balance \$ \_\_\_\_\_

### *Certificates of deposit/other investments*

Financial institution \_\_\_\_\_

Account number \_\_\_\_\_

Online account web address \_\_\_\_\_

Type of account \_\_\_\_\_ Current balance \$ \_\_\_\_\_

Financial institution \_\_\_\_\_

Account number \_\_\_\_\_

Online account web address \_\_\_\_\_

Type of account \_\_\_\_\_ Current balance \$ \_\_\_\_\_

Financial institution \_\_\_\_\_

Account number \_\_\_\_\_

Online account web address \_\_\_\_\_

Type of account \_\_\_\_\_ Current balance \$ \_\_\_\_\_

Special information relating to above

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**Notes**

*Individual retirement plans*

Type of plan	Financial institution/representative	Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

*Investments*

Account number \_\_\_\_\_  
Investment company/representative \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Online account web address \_\_\_\_\_  
Date acquired \_\_\_\_\_  
Cost or basis \$ \_\_\_\_\_ Current value \$ \_\_\_\_\_  
Location of documents \_\_\_\_\_

Account number \_\_\_\_\_  
Investment company/representative \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Online account web address \_\_\_\_\_  
Date acquired \_\_\_\_\_  
Cost or basis \$ \_\_\_\_\_ Current value \$ \_\_\_\_\_  
Location of documents \_\_\_\_\_

Account number \_\_\_\_\_  
Investment company/representative \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Online account web address \_\_\_\_\_  
Date acquired \_\_\_\_\_  
Cost or basis \$ \_\_\_\_\_ Current value \$ \_\_\_\_\_  
Location of documents \_\_\_\_\_

**Notes**

Account number \_\_\_\_\_  
Investment company/representative \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Online account web address \_\_\_\_\_  
Date acquired \_\_\_\_\_  
Cost or basis \$ \_\_\_\_\_ Current value \$ \_\_\_\_\_  
Location of documents \_\_\_\_\_

Account number \_\_\_\_\_  
Investment company/representative \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Online account web address \_\_\_\_\_  
Date acquired \_\_\_\_\_  
Cost or basis \$ \_\_\_\_\_ Current value \$ \_\_\_\_\_  
Location of documents \_\_\_\_\_

*Real estate holdings*

Description \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_  
Purchase date \_\_\_\_\_  
Cost \$ \_\_\_\_\_  
Nature of title \_\_\_\_\_  
Mortgage balance \$ \_\_\_\_\_  
Joint owner (if applicable) \_\_\_\_\_  
Location of documents \_\_\_\_\_

Description \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_  
Purchase date \_\_\_\_\_  
Cost \$ \_\_\_\_\_  
Nature of title \_\_\_\_\_  
Mortgage balance \$ \_\_\_\_\_  
Joint owner (if applicable) \_\_\_\_\_  
Location of documents \_\_\_\_\_

**Notes**

*Valuable personal property*

Description \_\_\_\_\_

Location \_\_\_\_\_

Fair market value \$ \_\_\_\_\_ as of \_\_\_\_\_

Cost (basis) \$ \_\_\_\_\_

Description \_\_\_\_\_

Location \_\_\_\_\_

Fair market value \$ \_\_\_\_\_ as of \_\_\_\_\_

Cost (basis) \$ \_\_\_\_\_

Description \_\_\_\_\_

Location \_\_\_\_\_

Fair market value \$ \_\_\_\_\_ as of \_\_\_\_\_

Cost (basis) \$ \_\_\_\_\_

Description \_\_\_\_\_

Location \_\_\_\_\_

Fair market value \$ \_\_\_\_\_ as of \_\_\_\_\_

Cost (basis) \$ \_\_\_\_\_

Description \_\_\_\_\_

Location \_\_\_\_\_

Fair market value \$ \_\_\_\_\_ as of \_\_\_\_\_

Cost (basis) \$ \_\_\_\_\_

Description \_\_\_\_\_

Location \_\_\_\_\_

Fair market value \$ \_\_\_\_\_ as of \_\_\_\_\_

Cost (basis) \$ \_\_\_\_\_

*Other assets*

Description \_\_\_\_\_

Location \_\_\_\_\_

Original cost \$ \_\_\_\_\_ Current value \$ \_\_\_\_\_

Description \_\_\_\_\_

Location \_\_\_\_\_

Original cost \$ \_\_\_\_\_ Current value \$ \_\_\_\_\_

**Notes**

*Insurance policies*

Company/agent \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of policy \_\_\_\_\_

Policy number \_\_\_\_\_

Company/agent \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of policy \_\_\_\_\_

Policy number \_\_\_\_\_

Company/agent \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of policy \_\_\_\_\_

Policy number \_\_\_\_\_

Company/agent \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of policy \_\_\_\_\_

Policy number \_\_\_\_\_

Company/agent \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of policy \_\_\_\_\_

Policy number \_\_\_\_\_

*Online financial accounts*

(i.e. Everence VineVision 360, others)

Website \_\_\_\_\_

Website \_\_\_\_\_

Website \_\_\_\_\_

Account access details are on file with my personal representative and/or advisor.

# End of life planning

## Notes

### *Will*

Location of will \_\_\_\_\_

Date of will \_\_\_\_\_ Date of last review \_\_\_\_\_

Date(s) of codicils or prior wills \_\_\_\_\_

Personal representative/trustee \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Estate attorney \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Guardians for children \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

### *Living will*

Location of will \_\_\_\_\_

Date of will \_\_\_\_\_ Date of last review \_\_\_\_\_

### *Revocable living trusts*

Trustee \_\_\_\_\_

Address \_\_\_\_\_

Successor trustee \_\_\_\_\_

Trust assets \_\_\_\_\_

Beneficiary(ies) \_\_\_\_\_

Location of trust agreement \_\_\_\_\_

### *Other trusts*

Trustee \_\_\_\_\_

Address \_\_\_\_\_

Successor trustee \_\_\_\_\_

Trust assets \_\_\_\_\_

Beneficiary(ies) \_\_\_\_\_

Location of trust agreement \_\_\_\_\_

**Notes**

*Funeral/memorial instructions*

Arrangements to be made by \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Burial or cremation instructions \_\_\_\_\_

Cemetery \_\_\_\_\_

Address \_\_\_\_\_

Funeral/memorial service preferences \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Body may be used for the following medical purposes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Memorial gift suggestions:

Organization \_\_\_\_\_

Address \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

My charitable recommendations are on file with Mennonite Foundation.

*Social media accounts*

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Account access details are on file with my personal representative and/or advisor.



Everence helps individuals, organizations and congregations integrate finances with faith through a national team of advisors and representatives. Everence offers banking, insurance and financial services with community benefits and stewardship education.

Everence is a ministry of Mennonite Church USA and other churches.

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