# Your Financial Passport

This part of the document sets out clearly where everything connected with your financial affairs and personal details can be found.

|  |  |
| --- | --- |
| Date completed: |  |

# Information and assets of:

|  |  |
| --- | --- |
| Name: |  |
| Address: |   |
| Date of Birth: |  |
| National Insurance Number: |  |
| Unique Tax Reference (UTR): |  |

# Will:

|  |  |
| --- | --- |
| Date: |  |
| Location: |  |
| Executor Name (1): |  |
| Address (1): |  |
| Executor Name (2): |  |
| Address (2): |  |

# Personal and Professional Advisers:

|  |  |
| --- | --- |
| Doctor’s Name: |  |
| Dentist’s Name: |  |
| Advocate’s Name: |  |
| Accountant’s Name: |  |
| Investment Manager’s Name: |  |
| Banker’s Name: |  |
| Financial Planner’s Name: |  |

# Assets:

|  |  |
| --- | --- |
| Main Residence: Telephone Number |  |
| Address: |  |
| Ownership: |  |
| Mortgage Lender: |  |
| Other Properties:Telephone Number |  |
| Address (1): |  |
| Ownership (1):  |  |
| Mortgage Lender (1): |  |
| Address (2): |  |
| Ownership (2): |  |
| Mortgage Lender (2): |  |

# Investments:

|  |  |
| --- | --- |
| **Investment Manager’s Details** |  |
| **Ordinary Stock / Shares**Managed by/Detail:Approximate Value: |  |
| **Fixed Interest Securities**Managed by/Detail:Approximate Value: |  |
| **National Savings**Type:Value: |  |
| **Unit Trusts**Managed by/Detail:Approximate Value: |  |
| **Investment Bonds**Managed by/Detail:Approximate Value: |  |
| **Loans Made**Borrower:Date:Amount: |  |
| **Direct Debits**Name:Date:Amount: |  |

# Private Companies:

In which you have a shareholding.

|  |  |
| --- | --- |
| Name: |  |
| Holding %: |  |
| Contact: |  |
| Share of Business: |  |
| Contact: |  |
| Assets/Interests in Trust: |  |

# Bank / Building Society Accounts:

|  |  |
| --- | --- |
| Bank (1):  |  |
| Account Number (1):Sort Code (1) |  |
| Address/Contact (1): |  |
| Bank (2): |  |
| Account Number (2):Sort Code (2) |  |
| Address/Contact (2): |  |

# Liabilities:

|  |  |
| --- | --- |
| Bank Overdraft:  |  |
| Loans: |  |
| Other Liabilities: |  |

# Contracts:

|  |  |
| --- | --- |
| HP/Loan: |  |
| Life Insurance: |  |
| Critical Illness Cover: |  |
| House Insurance: |  |
| Contents Insurance: |  |
| Car Insurance: |  |
| Other General Insurances: |  |

# Utilities & bills:

|  |  |
| --- | --- |
| Water: |  |
| Gas: |  |
| Electricity: |  |
| Rates: |  |
| TV licence: |  |
| Phone/Internet/Cable: |  |

# Location of Valuables:

|  |  |
| --- | --- |
| Property Deeds: |  |
| Contact: |  |
| Stocks & Shares certificates: |  |
| Pensions & Life Assurance Policies: |  |
| Contracts (e.g. HP & Loan agreements) |  |
| Safety Deposit Box & Key |  |
| Personal Papers: |  |
| Passports |  |
| Bank Statements: |  |
| Others (specify): |  |

# Notification Required:

|  |  |
| --- | --- |
| Employer: |  |
| Name:Telephone Number |  |
| Address: |  |
| **Pensions:**Name (1) |  |
| Address (1): |  |
| **Pensions:**Name (2) |  |
| Address (2): |  |
| Standing Orders & Direct Debits: |  |
| Trustees/Executors/Guardians: |  |
| Honorary Offices Held: |  |
| Debit, Credit Cards, or Charge Cards: |  |
| Do you act in a legal/nominated capacity for anyone else: |  |
| Other information: |  |

# Gifting:

|  |  |
| --- | --- |
| Recipient |  |
| Date  |  |
| Other information |  |
| Recipient |  |
| Date  |  |
| Other information |  |
| Recipient |  |
| Date  |  |
| Other information |  |