# 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: | XX/XX/XXXX |

# Information and assets of:

|  |  |
| --- | --- |
| Name: | Insert |
| Address: | Line 1  Line 2  Line3  Postcode |
| Date of Birth: | XX/XX/XXXX |
| National Insurance Number: | Insert |
| Unique Tax Reference (UTR): | Insert |

# Will:

|  |  |
| --- | --- |
| Date: | XX/XX/XX |
| Location: | Insert |
| Executor Name (1): | Insert |
| Address (1): | Line 1  Line 2  Line 3, Postcode |
| Executor Name (2): | Insert |
| Address (2): | Line 1  Line 2  Line 3, Postcode |

# Personal and Professional Advisers:

|  |  |
| --- | --- |
| Doctor’s Name: | Name  Email  Telephone number |
| Dentist Name: | Name  Email  Telephone number |
| Solicitor Name: | Name  Email  Telephone number |
| Accountant Name: | Name  Email  Telephone number |
| Investment Manager Name: | Name  Email  Telephone number |
| Bank Name: | Name  Email  Telephone number |
| Financial Adviser Name: | Name  Email  Telephone number |

# Assets:

|  |  |
| --- | --- |
| Main Residence:  Telephone Number | Insert  XX/XX/XX |
| Address: | Line 1,  Line 2  Line3, Postcode |
| Ownership: | Name  Email  Telephone number |
| Mortgage Lender: | Name  Email  Telephone number |
| Other Properties:  Telephone Number | Insert  XX/XX/XX |
| Address (1):  Banker Number | Line 1  Line 2  Line 3, Postcode |
| Ownership (1): | Insert |
| Mortgage Lender (1): | Insert |
| Address (2): | Line 1  Line 2  Line 3, Postcode |
| Ownership (2): | Insert |
| Mortgage Lender (2): | Insert |

# Investments:

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

# Private Companies:

In which you have a shareholding.

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

# Bank / Building Society Accounts:

|  |  |
| --- | --- |
| Bank (1): | Insert |
| Account Number (1):  Sort Code (1) | Insert  Insert |
| Address/Contact (1): | Name  Line 1  Line 2, Postcode |
| Bank (2): | Insert |
| Account Number (2):  Sort Code (2) | Insert  Insert |
| Address/Contact (2): | Name  Line 1  Line 2, Postcode |

# Liabilities:

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

# Contracts:

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

# Utilities & bills:

|  |  |
| --- | --- |
| Water: | Insert |
| Gas: | Insert |
| Electricity: | Insert |
| Council tax: | Insert |
| TV licence: | Insert |
| Phone/Internet/Cable: | Insert |

# Location of Valuables:

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

# Notification Required:

|  |  |
| --- | --- |
| Employer: | Insert |
| Name:  Telephone Number | Insert  XX/XX/XX |
| Address: | Line 1  Line 2, Postcode |
| **Pensions:**  Name (1) | Insert |
| Address (1): | Name  Line 1  Line 2, Postcode |
| **Pensions:**  Name (2) | Insert |
| Address (2): | Name  Line 1  Line 2, Postcode |
| Standing Orders & Direct Debits: | Insert |
| Trustees/Executors/Guardians: | Insert |
| Honorary Offices Held: | Insert |
| Debit, Credit Cards, or Charge Cards: | Name  Insert  Insert |
| Do you act in a legal/nominated capacity for anyone else: | For example, trustee, attorney, deputy, executor – details of role, contact details of who to notify if you are incapacitated |
| Other information: | e.g. Car keys, log book etc. |