# 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 1Line 2Line3Postcode  |
| 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 1Line 2Line 3, Postcode  |
| Executor Name (2): | Insert |
| Address (2): | Line 1Line 2Line 3, Postcode |

# Personal and Professional Advisers:

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

# Assets:

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

# Investments:

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

# 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) | InsertInsert |
| Address/Contact (1): | NameLine 1Line 2, Postcode |
| Bank (2): | Insert |
| Account Number (2):Sort Code (2) | InsertInsert |
| Address/Contact (2): | NameLine 1Line 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 | InsertXX/XX/XX |
| Address: | Line 1Line 2, Postcode |
| **Pensions:**Name (1) | Insert |
| Address (1): | NameLine 1Line 2, Postcode |
| **Pensions:**Name (2) | Insert |
| Address (2): | NameLine 1Line 2, Postcode |
| Standing Orders & Direct Debits: | Insert |
| Trustees/Executors/Guardians: | Insert |
| Honorary Offices Held: | Insert |
| Debit, Credit Cards, or Charge Cards: | NameInsertInsert |
| 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. |