



Scott, Tokerud & McCarty, P.C.  
Attorneys and Counselors

## ASSET ORGANIZER

*ESTATE PLANNING and ADMINISTRATION*

Eight 3rd Street North, Suite 507  
D.A. Davidson Building  
Post Office Box 1484  
Great Falls, Montana 59403

(406) 727-2200 or (406) 727-2227 Facsimile

[www.MontanaEstateLawyer.com](http://www.MontanaEstateLawyer.com)

**STEP****1****ASSET ORGANIZER**

Determining the ownership, value and character of your assets is important to your estate and legacy plan. The title “ownership” is important for tax and transfer matters. The “value” will be significant in determining potential tax liability. The “character” is relevant in assessing the manner by which the asset can transfer.

Client Name: \_\_\_\_\_

**Asset Information**

The financial values listed should be your best estimate but they are for discussion purposes only. A more accurate list may be obtained at a later date. You may use the additional space on page 5 to a list in each category of asset.

To identify the Owner of an asset, use “JTS” for joint ownership with spouse; “JTO” for joint ownership with non-spouse; “H” for Husband as sole owner; “W” for Wife as sole owner; or “T” if owned by a revocable trust that you have created.

**Bank and Savings Accounts:** To identify type of account, use “CA” for checking account; “SA” for savings account; “CD” for certificate of deposit; “MM” for money market account. *Do not include IRAs, retirement plans or 401(k)s here.*

Financial Institution	Owner	Market Value	Type of Account	Account #	Auto. Dep. / Withdraw?
1.					
2.					
3.					
4.					
5.					

**Stocks, Bonds or Investment Accounts:** List any and all stocks and bonds you own. If held in a brokerage account, lump them together under each account. *Do not include IRAs, 401(k)s, or other retirement plan assets.*

Stock, Bond, Mutual Fund, or Other Investment Acct	Owner	Market Value	Account #
1.			
2.			
3.			
4.			
5.			

**STEP****1****ASSET ORGANIZER  
(CONTINUED)**

**Retirement Accounts:** To identify type of account, use “P” for pension; “PS” for profit sharing; “DC” for deferred compensation; IRA, Roth IRA, SEP, or 401(k).

Custodial Institution	Owner	Market Value	Type of Plan	Account #
1.				
2.				
3.				
4.				
5.				

**Real Estate:**

Address (Include City & State)	Owner	Market Value	Purchase Price	Mortgage Balance
1. Personal Residence				
2.				
3.				
4.				
5.				

**Personal Property:** List jewelry, art, collectibles, autos, etc., of value greater than \$5,000:

Description	Owner	Market Value	Current Balance of Indebtedness
1.			
2.			
3.			
4.			
5.			

**STEP****1****ASSET ORGANIZER  
(CONTINUED)**

**Life Insurance Policies and Annuities:** List the issuing company. To identify type of contract, use “T” for term insurance, “CV” for insurance policies having a cash value, “A” for annuities.

Insurance Company	Type	Owner	Insured	Cash Value	Death Benefit
1.					
2.					
3.					
4.					
5.					

**Other Property:** List other property that you have that does not fit into any other listed category. This may include non-deeded timeshare contracts, monies owed to you, etc.

Description	Owner	Market Value
1.		
2.		
3.		
4.		
5.		

**Business Interests:** List closely held corporations, privately held businesses, partnerships or LLCs, and any ownership percentage you own in them.

Entity Name	Owner	Type	Ownership %	Value of Interest
1.				
2.				
3.				
4.				
5.				

# ASSET ORGANIZER (CONTINUED)

## Additional Documentation

**General Document Request.** In some instances, it is necessary for us to review other documents before we can make funding recommendations. If possible, please bring the following documentation:

1. Copies of all deeds to real estate owned by you.
2. Copies of the most recent statements evidencing your ownership of bank accounts, investment accounts, retirement accounts, and annuities.
3. Copies of any stock or bond certificates
4. Long-term care policies (if any).
5. Last 3 years of personal income tax returns.
6. Last 3 years of any corporate, partnership, gift tax, estate tax, or trust tax returns.

**Congratulations on completing this organizer.**

**YOU ARE NOW ONE STEP CLOSER TO MAKING YOUR LEGACY MATTER**

