ROBIN§ON
LAW • MEDIATION • CONSULTING

Financial, Legal, & Medical Inventory

This is provided as a guide to help you.
This is NOT legal advice.

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A DIFFERENT TYPE OF ATTORNEY

National Attorney uses Technology to Represent Clients in ALL 50 states

I do BORING stuff for FUN businesses and people.

Robinson Law, a NATIONAL boutique law firm, helps businesses STAY OUT OF COURT by educating them on what to do right in the first place and by helping families and other individuals STAY OUT OF COURT through mediation and collaborative law.

Personal Financial Inventory Worksheet

PERSONAL INFORMATION

Contact Information						
	Person 1	**Person 2**				
Full Name						
Residence						
Marital Status						
Social Security No						
Driver's License						
Home Phone						
Cell Phone						
Work Phone						
Other Phone						
Email						

Medical						
Medical Conditions						
Blood Type						
Allergies						

Employment Information						
	Person 1	**Person 2**				
Employer						
Employer Address						
Employer Phone						
Supervisor						
Length of Work						
Current Situation						
Future Prospects						

Dependents						
	Name	**Other Parent**	**Birthdate**	**Medical Conditions**	**Blood Type**	**Allergies**
Child 1						
Child 2						

Personal Financial Inventory Worksheet

INCOME

Earned Income - From Paycheck - Look at deductions for any changes			
	Person 1	**Person 2**	**Description**
Gross Income	$ -	$ -	
Est. Overtime	$ -	$ -	
Other Income	$ -	$ -	
TOTAL PAY	**$ -**	**$ -**	
Fed Tax Deduction	$ -	$ -	
State Tax Deduction	$ -	$ -	
FICA/ Medicare	$ -	$ -	
Insurance Deduct	$ -	$ -	
Other Deduction	$ -	$ -	
TOTAL DEDUCTIONS	**$ -**	**$ -**	
TOTAL EARNED INCOME	**$ -**	**$ -**	

Other Income - From other Souces - Remember tax liabilities			
	Person 1	**Person 2**	**Description**
Business	$ -	$ -	
Real Property	$ -	$ -	
Interest/ Dividends	$ -	$ -	
Alimony	$ -	$ -	
Child Support	$ -	$ -	
Pension	$ -	$ -	
Gov. Assistance	$ -	$ -	
Side Hustles	$ -	$ -	
Other Income	$ -	$ -	
TOTAL OTHER INCOME	**$ -**	**$ -**	

TOTAL INCOME	**$ -**	**$ -**

Personal Financial Inventory Worksheet **CASH**

Available Cash			
	Person 1	**Person 2**	**Company**
Cash on Hand	$ -	$ -	
Bank Account 1	$ -	$ -	
Bank Account 2	$ -	$ -	
Bank Account 3	$ -	$ -	
Bank Account 4	$ -	$ -	
Business Account 1	$ -	$ -	
Business Account 2	$ -	$ -	
Business Account 3	$ -	$ -	
Gift Card	$ -	$ -	
Gift Card	$ -	$ -	
Gift Card	$ -	$ -	
Investments	$ -	$ -	
Investments	$ -	$ -	
Investments	$ -	$ -	
Other	$ -	$ -	
AVAILABLE CASH	**$ -**	**$ -**	

TOTAL AVAILABLE CASH **$ -**

Future Available Cash				
	Person 1	**Person 2**	**Company**	**Action**
2019 Tax Return - Federal	$ -	$ -		
2019 Tax Return - State	$ -	$ -		
Other	$ -	$ -		
FUTURE AVAILABLE CASH	**$ -**	$ -		

TOTAL FUTURE CASH $ -

Personal Financial Inventory Worksheet **BILLS**

Household Bills - Change plans, change payment account, leave alone				
	Person 1	**Person 2**	**Company**	**Action**
Electricity	$ -	$ -		
Water	$ -	$ -		
Gas	$ -	$ -		
Trash	$ -	$ -		
Internet	$ -	$ -		
Cable	$ -	$ -		
Netflix	$ -	$ -		
Hulu	$ -	$ -		
Disney+	$ -	$ -		
Other Television	$ -	$ -		
Cell Phone	$ -	$ -		
Insurance - Car	$ -	$ -		
Insurance - Life	$ -	$ -		
Insurance - Other	$ -	$ -		
Other	$ -	$ -		
HOUSEHOLD BILLS	**$ -**	**$ -**		

Subscriptions - Could be turned off, but look at contract					
	Person 1	**Person 2**	**Description**	**Company**	**Action**
Gym	$ -	$ -			
Daycare	$ -	$ -			
Car Radio	$ -	$ -			
Other	$ -	$ -			
Other	$ -	$ -			
SUBSCRIPTIONS	**$ -**	**$ -**			

Medical Bills - Get low monthly payments or leave until future					
Company	Person 1	Person 2	Current Payoff	Description	Action
	$ -	$ -	$ -		
	$ -	$ -	$ -		
	$ -	$ -	$ -		
	$ -	$ -	$ -		
MEDICAL BILLS	**$ -**	**$ -**	**$ -**		

Personal Financial Inventory Worksheet

ASSETS

Assets NOT attached to Loans - Sell it, Keep it, Change it, or Leave it alone				
	Person 1	**Person 2**	**Company**	**Action**
HSA Account	$ -	$ -		
529 Account	$ -	$ -		
Retirement Account 1	$ -	$ -		
Retirement Account 2	$ -	$ -		
Real Property 1	$ -	$ -		
Real Property 2	$ -	$ -		
Vehicle 1	$ -	$ -		
Vehicle 2	$ -	$ -		
Other Assets	$ -	$ -		
ASSETS NO LOANS	**$ -**	**$ -**		

Assets WITH attached Loans - SECURED LOANS - Call if need payment plan						
	Person 1	**Person 2**	**Market Value**	**Loan Value**	**Current Value**	**Company**
Homestead Property	$ -	$ -	$ -	$ -	$ -	
Vehicle 1	$ -	$ -	$ -	$ -	$ -	
Vehicle 2	$ -	$ -	$ -	$ -	$ -	
Other Loans	$ -	$ -	$ -	$ -	$ -	
Other Loans	$ -	$ -	$ -	$ -	$ -	
Other Loans	$ -	$ -	$ -	$ -	$ -	
ASSETS SECURED LOANS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	

Priority Loans - Government attached liabilites that have priority over most other debt if you do not pay it or change it					
	Person 1	**Person 2**	**Loan Amount**	**Company**	**Action**
Child Support	$ -	$ -			
Taxes Due	$ -	$ -			
Taxes Owed prior years	$ -	$ -			
Student Loans 1:	$ -	$ -			
Other	$ -	$ -			
PRIORITY LOANS	$ -	$ -	$ -		

Personal Financial Inventory Worksheet

UNSECURED DEBT

Unsecured Loans - Get Payment Arrangements, Leave it, Pay it, etc - They will need to sue you to get a lien.						
Company	**Person 1**	**Person 2**	**Current Loan**	**Company**		**Action**
	$ -	$ -	$ -			
	$ -	$ -	$ -			
	$ -	$ -	$ -			
	$ -	$ -	$ -			
UNSECURED LOANS	**$ -**	**$ -**	**$ -**			

Unsecured Credit Cards- Get Payment Arrangements, Leave it, Pay it, etc - They will need to sue you to get a lien.						
Company	**Person 1**	**Person 2**	**Current Balance**	**Credit Limit**	**Available Limit**	**Action**
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
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	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
UNSECURED CREDIT CARDS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	

Personal Financial Inventory Worksheet

BUSINESS

Business Bills - Get payment arrangements, decide you do not need it, pay it, unless secured they will need to sue						
	Person 1	**Person 2**	**Company**		**Secured Person**	**Action**
Rent	$ -	$ -				
Utility	$ -	$ -				
Utility	$ -	$ -				
CRM	$ -	$ -				
Cloud Storage	$ -	$ -				
Software		$ -				
Software	$ -	$ -				
Phone	$ -	$ -				
Payment Loan	$ -	$ -				
Payment Loan	$ -	$ -				
Credit Cards	$ -	$ -				
Credit Cards	$ -	$ -				
Other	$ -	$ -				
Other	$ -	$ -				
BUSINESS BILLS	**$ -**	**$ -**				

Business Employee Expenses						
Employee	**Job**	**Location**	**Essential**	**Hourly/ Salary**	**Pay Expenses**	**Benefit Expenses**
					$ -	$ -
					$ -	$ -
					$ -	$ -
					$ -	$ -
					$ -	$ -
					$ -	$ -
TOTAL EMPLOYEE EXP					**$ -**	**$ -**

TOTAL BUSINESS EXPENSE - PERSONAL **$ -**

Personal Financial Inventory Worksheet   OVERVIEW

Try to figure out how you can get your bills paid, postponed, or lowered to allow you to feed your family along with gas & clothing.

Overview of Income to Debt				
	Person 1	**Person 2**	**Total Income**	**Actions/ Notes**
Income	$ -	$ -		
Other Income	$ -	$ -		
INCOME	$ -	$ -	$ -	
Required Household Bills	$ -	$ -		
Subscriptions	$ -	$ -		
Medical Bills	$ -	$ -		
Assets with loans	$ -	$ -		
Priority Loans	$ -	$ -		
Unsecured Loans	$ -	$ -		
Unsecured Credit Cards	$ -	$ -		
Business Bills	$ -	$ -		
EXPENSES	**$ -**	**$ -**		
Overage/ Underage	**$ -**	**$ -**		

URGENT ONE TIME PAYMENTS - Only Pay stuff like Taxes that could make a bigger problem in the future (IF YOU CAN)						
Available CURRENT CASH	$ -					
ANY ONE TIME Payments	$ -	Enter as you figure out that it is best to use current cash to eliminate future problems.				
CASH AFTER PAYMENT	$ -					

REMEMBER YOU HAVE OTHER VARIABLE EXPENSES						
	Week 1	**Week 2**	**Week 3**	**Week 4**	**Week 5**	**Monthly**
Food	$ -	$ -	$ -	$ -	$ -	$ -
Gas	$ -	$ -	$ -	$ -	$ -	$ -
Clothing	$ -	$ -	$ -	$ -	$ -	$ -
Entertainment	$ -	$ -	$ -	$ -	$ -	$ -
VARIABLE EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -

BANKS FOR PRESET BILLS

Enter all items from bank accounts over the last 1 to 3 months that are prepaid.
If you decide to stop paying it, you MUST turn OFF the prepayment.
Find out if it can be turned of on their site, your bank, or by phone.

BANK NAME: ____________________________			
Company	**Amount**	**Due Date**	**Action**
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
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	$ -		
	$ -		
	$ -		
	$ -		
Total	**$ -**		

BANK NAME: _____________________________			
Company	**Amount**	**Due Date**	**Action**
	$ -		
	$ -		
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	$ -		
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	$ -		
Total	**$ -**		

BANK NAME: ___________________________			
Company	**Amount**	**Due Date**	**Action**
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
Total	**$ -**		

BANK NAME: ___________________________			
Company	**Amount**	**Due Date**	**Action**
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
Total	**$ -**		

Income	**$ -**
Preset Expenses	**$ -**
Overage/ Underage	**$ -**

LEGAL AND MEDICAL INVENTORY

Find it, Check it off, File it , Store it SAFELY
Scan it and store it in a secured server
Store the originals in a plastic bag ready to GO

Item	**Person 1**	**Person 2**	**Child 1**	**Child 2**	**Reason**
Passport					
Birth Certificate					
Marriage Certificate					
Divorce Decree/ Order					Paying/ Receiving Child Support or Name Change
Name Change Order					Name Change from Birth Certificate
Life Insurance Policy					
Home/ Rental Insurance Policy					
Auto Insurance Policy					
General Practioner Medical File					
Speciality Medical File					
High School Transcript					
College Transcript					
Graduate Degree Transcript					
Will					
Medical Power of Attorney					
Medical Directive with HIPAA					
Financial Power of Attorney					
Guardianship Directive					
Burial and Remains Directive					
Special Needs Trust if required					
Trust for Minor Children, if any					

Asset Beneficiary & Paid/Transfer of Death List

Assets can be transferred WITHOUT probate (usually needs on death certificate) if titled correctly or a beneficiary listed

Real Property - Deed
Vehicles - Title
401K/ Life Insurance - Beneficary

Banks - Signature Card - Joint Tenants with Right of Surviorship or Tenants by Entirety
Banks - Signature Card - Paid on Death (POD)
Stocks/ Royalties - Transfer on Death

NOTICE: TALK TO AN ATTORNEY IN YOUR STATE BEFORE DOING ANYTHING

Type	Company	Asset Document	Listed on Document	Action

Digital Asset Inventory

List ALL reward programs, financial and bill pay sites, social media, professional organization profiles, etc.

Type	Company	Website	Username	Password	Pins	Other Information

Account Inventory

ACCOUNTS

List ALL bills so anyone can help you if you are unable to take care of it.

Type	Company	Account Number	Phone Number	Owner	Auth User	Other Information

Monthly Bills

Company Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	One-Time