

Family Office Intake Form – Information Needed for Your Loved Ones & Advisors When Something Happens to You

Bank Accounts (Name of Bank)	Name on Account (Husband, Wife, Joint)	Copy of Recent Statement	Account Number	If only 1 person listed on an account, either add other person to make it a joint account or add a Transfer on Death (TOD) to account to avoid probate
Investments Accts (Name of Broker)	Name on Account (Husband, Wife, Joint)	Copy of Recent Statement	Account Number	If only 1 person listed on an account, either add other person to make it a joint account or add a Transfer on Death (TOD) to account to avoid probate
Loans\Credit Cards (Name of Bank)	Name on Account (Husband, Wife, Joint)	Copy of Recent Statement	Account Number	Need to know how much debt you have to develop a strategy to pay it off
Insurance Policies (Type)	Name of Insurance Company	Copy of Recent Statement	Account Number	Insurance policies are needed to ensure you have the phone numbers and account numbers readily available when you need to call them
Auto				
Home				
Life				
Medical				List of their doctors' names, phone numbers
Drug\Dental\Eyes				List of medications, dosages, frequency, etc. in case of medical emergency
Umbrella				
Pensions and Social Security	How much per month?	Copy of Recent Statement	Direct Deposited	Need to know how much income a month and where it's going. Will also need the phone number and/or website to report passing of pension owner.
Husband				
Wife				
Expenses				Need vendor names, amounts, frequency of all living expenses, and how paid.
Assets	Estimated Value			
Home				Get estimates, find copies of deeds and what names are on the house
Car(s)				Get estimates and what names are the car(s) registration
Jewelry, Furniture		Location		Need an inventory and identify who inherits
Stamps, Coins, etc.		Location		Need an inventory and identify who inherits, keys\combination to safe
Estate Planning	Any existing docs?			Financial POA, Medical POA, Living Trust, Living Will, Will, funeral instructions, copies of ss cards, driver's licenses, medical cards, marriage certificate, death certificate, birth certificates, DD form 214, previous year tax returns