

Sample Lists

Keeping Your Financial Life in Order

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Assets and Liabilities

As of 7/31/18

Name	Type	Acct. #	Title	Balance	As of Date	Rate	Maturity Date	Advisor/Company Info	Notes
ASSETS									
PNC	Checking	99-9999-9999	John Doe and Jane Doe	\$ 4,600.95	7/31/2018				
PNC	Interest Checking	99-9999-9999	John C. Doe POD/ John C Doe Rev Trust	\$ 8,334.86	7/31/2018				
PNC	CD	9999-9999	John Doe	\$ 10,365.00	7/31/2018	2.30%	12/31/2018		When this matures, will send funds to CCT
Chevy Chase Trust	Premier Acct	9999-9999	Brian Doe, Succ Ttee, John C Doe Rev Trust	\$ 713,945.11	6/30/2018			Simon Turner	
Chevy Chase Trust	IRA	9999-9999	John C Doe IRA	\$ 601,792.45	6/30/2018			Simon Turner	
Chevy Chase Trust	Credit Shelter Trust	9999-9999	John C Doe and George M Doe Co-Trustees	\$ 123,309.80	6/30/2018			Simon Turner	
Valic	Annuity	9999-9999	John C Doe Revocable Trust	\$ 70,370.70	6/30/2018				
Brighton West Limited Partnership	Limited Partnership interest		John C Doe	\$ 58,993.00	12/31/2015			(Balance is the adjusted basis)	
Veterans Life Insurance				\$ 10,000.00	6/30/2018				
New York Life Insurance			John C Doe	\$ -	7/16/2018			Cashed out. Rec'd \$1940.83	
			TOTAL ASSETS	\$ 1,601,711.87					

LIABILITIES

Mortgage on Bethesda House				\$ 128,000.00	7/31/2018				
PNC Line of Credit				\$ 42,652.00	7/31/2018				
			TOTAL LIABILITIES	\$ 170,652.00					
			NET WORTH	\$ 1,431,059.87				<i>*Does not include cars or equity in house</i>	

Income and Expenses

As of: 7/31/18

Income Source	Amount	Type of Income (Retirement, Dividends, Interest, Other non- retirement)	Acct that Receives Income	Receipt Day of Month	How Received (paper check, direct deposit)	Account Number	Company Contact Info	Notes
OPM Pension - John	\$ 6,509.00	Retirement	PNC Checking	1	Direct Deposit	CSA-999999		
Social Security - John	\$ 2,308.00	Retirement	PNC Checking	3	Direct Deposit	9999-9999		
Social Security - Jane	\$ 1,375.00	Retirement	PNC Checking	3	Direct Deposit	9999-9999		
RMD - John IRA	\$ 1,200.00	Retirement	PNC Checking	15	Direct Deposit	9999-9999		
TOTAL INCOME	\$ 11,392.00							
Biller Name	Amount	Type of Bill/Obligation	Pay From Account	Payment Day of Month	How Paid (check, direct debit, online bill pay)	Account Number	Company Contact Info	Notes
Brighton Gardens	\$ 6,500.00	Rent	PNC Checking	1	Check		301-478-3213	
Geico	\$ 85.53	Auto Insurance	PNC Checking	2	Auto Pay	99999-99	800-993-2222	
United Healthcare	\$ 49.56	Rx insurance	PNC Checking	5	Auto Pay	99-999999		
Washington Post	\$ 285.53	Newspaper	PNC Checking	12	E-Pay	99999	800-WASHPOST	
Great Call	\$ 25.91	Cell Phone	PNC Visa	25	Auto Pay	999-999-9999		
Comcast	\$ 126.45	Cable	PNC Visa	27	Auto-Pay	99-99999-99	800-COMCAST	
TOTAL EXPENSES	\$ 7,072.98							

NET \$ 4,319.02

Charity List

Note: The shaded rows are charities we gave to in 2015 but decided not to give to in 2016

Date	Check/ Credit/ Debit	Organization Name	2015 Amt	2016 Amt	2017 Amt
9/29/2015	1887	AARP Foundation		\$ 100.00	
12/1/2015	1910	Alzheimer's Assoc.	\$ 500.00	\$ 500.00	
8/6/2015	1867	American Cancer Society		\$ 300.00	
12/1/2015	1907	American Diabetes Association	\$ 500.00	\$ 500.00	
12/1/2015	1912	BCC Rescue Squad	\$ 200.00	\$ 200.00	
12/1/2015	1916	Capital Area Food Bank	\$ 300.00	\$ 300.00	
12/1/2015	1917	Doctors Without Borders	\$ 300.00	\$ 300.00	
9/13/2014		Habitat for Humanity	\$ 200.00		
12/1/2015	1911	Jewish Federation of Greater Washington	\$ 300.00	\$ 300.00	
12/1/2015	1915	JSSA	\$ 200.00	\$ 200.00	
9/13/2014		March of Dimes	\$ 100.00		
9/29/2015	1884	MPT	\$ 100.00	\$ 100.00	
12/1/2015	1908	National MS Society	\$ 500.00	\$ 500.00	
12/1/2015	1905	Planned Parenthood	\$ 100.00	\$ 100.00	
9/13/2014		Smile Train	\$ 100.00		
12/1/2015	1913	Society for the Prevention of Blindness	\$ 200.00	\$ 300.00	
9/13/2014		Susan G. Komen for the Cure	\$ 100.00		
12/1/2015	1909	US Fund for UNICEF	\$ 300.00	\$ 300.00	
12/1/2015	1906	US Holocaust Museum	\$ 100.00	\$ 100.00	
9/29/2015	1883	WAMU	\$ 100.00	\$ 100.00	
9/29/2015	1885	WETA	\$ 100.00	\$ 100.00	
TOTAL CHARITY			\$ 4,300.00	\$ 4,300.00	\$ -

Password List

Website	User Name	Password (and/or PIN)	Security Questions	Email/Phone associated with account

Answers to Various Security Questions

Mother's Maiden Name:

Mother's birth date and location:

Fathers birth date and location:

Elementary School:

First pet name:

6th grade school:

Best friend in HS:

Make and model of first car:

Make and model of other cars we have owned:

Street where grew up:

Other streets where we lived:

First school:

Oldest sibling's middle name:

Maternal grandmother's maiden name:

First roommate:

Where met spouse:

Where honeymooned:

Banks where we have had loans:

Record Retention Guidelines

Document	How Long to Keep It
Automobile Records	Until you sell or donate the car. Keep donation records to support tax filings
Bank Receipts (ATM, Deposit) and Statements	Toss receipts after checking them against statement. Keep statements 1 year, unless needed to support tax filings. Check statements for errors or fraud
Birth/Death Certificates, Marriage Licenses, Divorce Decrees, Valid Passports, Education Records, Military Service Records, Adoption Records	Forever*
Cemetery Deeds, Funeral and Burial Contracts	Forever*
Credit Card Records	Until next bill comes, unless needed to support tax filings. Toss non-tax related receipts after checking against statement. Check statements for errors or fraud
Home Purchase and Improvement Records, Deed, Home Sale	Until property sold. Keep purchase/sale documents to support tax filings
Household Inventory	Forever*; update as needed
Insurance - Life	Forever*. If term insurance, toss after term has ended
Insurance - Car, Home, Etc.	Until you renew the policy
Investment Statements, Purchase Confirmations	Keep monthly until quarterly received. Keep quarterly until annual received. Keep proof of purchase price until investment sold
Investment Certificates	Until you liquidate the investment. Keep purchase/sale records to support tax filings
Loan Documents	Until loan is paid off. For mortgage or car loan, keep loan satisfaction letter until title indicates no lien.
Medical Documents	Keep insurance explanations of benefits until bill paid and/or dispute resolved. Keep medical records up to 5 years, including recent test results, list of medications, list of conditions
Paystubs	1 year. Toss after checking them against the W-2
Pension Plan Documents	Forever*
Receipts for Large Purchases	Until you sell or discard the item
Savings Bonds	Until they mature and you cash them in
Service Contracts and Warranties	Until you sell or discard the item warrantied
Social Security Card	Forever*
Social Security Statement	Until you get your new statement
Tax Records	Keep backup materials at least 4, up to 10 years from the filing date. Some people keep the returns forever*.
Utility Bills	Until next bill comes
Will, Financial and Health Care POAs	Forever*. Void old versions when updates are made

* Forever means for your entire lifetime. Some records should be maintained by the executor of your estate after your death. Estate financial records should be kept 7 to 10 years or more from the time the estate was settled (not the date of death). Some records, like birth and death certificates may be passed down from generation to generation. Consult your accountant and/or estate attorney for more information.

If you have any questions, please call us!

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