

My financial passport



One of the most useful exercises you can do is to complete a financial passport.

A financial passport allows you to store all of the information relating to your finances in one place, and is designed to capture all the essential information you will need. It will prove an indispensable reference resource for the management of your wealth, and it contains personal details that you will need to retain, so please remember to keep it safe. The document also sets out clearly for your loved ones, where everything financial can be found.

Warning: The below is an example of some of the information held within a Financial Passport which would be useful to store. If you do create a Financial Passport similar to the below, ensure that it is stored in a safe and secure location as the information within it is particularly sensitive.

Date completed:	
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Information and assets of:

Name:	
Address:	
Date of birth:	
National Insurance Number:	
Unique Tax Reference (UTR):	

Will:

Date:	
Location:	
Executor name (1):	
Address (1):	
Executor name (2):	
Address (2):	
Name of any potential beneficiaries or dependants:	

Lasting Power of Attorney (Health & Welfare)

Attorney (1): Name: Address:	
Attorney (2): Name: Address:	
Attorney (3): Name: Address:	
Attorney (4): Name: Address:	

Lasting Power of Attorney (Property & Financial Assets)

Attorney (1): Name: Address:	
Attorney (2): Name: Address:	
Attorney (3): Name: Address:	
Attorney (4): Name: Address:	

Act in legal capacity

Name of person(s) you are an executor for:	
Name of person(s) you are an attorney for:	

Personal and Professional Advisers:

Doctor's name: Email: Telephone:	
Dentist name: Email: Telephone:	
Solicitor name: Email: Telephone:	
Accountant name: Email: Telephone:	
Investment Manager name: Email: Telephone:	
Bank name: Email: Telephone:	
Financial Adviser name: Email: Telephone:	

Assets:

Main residence Address: Telephone number:	
Ownership: Name: Email: Telephone:	
Mortgage lender: Name: Email: Telephone:	
Other properties: Name: Email: Telephone:	
Address (1): Banker number:	
Ownership (1):	
Mortgage lender (1):	
Address:	
Ownership (2):	
Mortgage lender (2):	
Address:	
Car (1): Make, Model, registration number: V5C location: Keys location:	
Car (2): Make, Model, registration number: V5C location: Keys location:	

Investments:

Investment Manager's details: Name: Email: Telephone:	
Ordinary stock / shares Managed by/Detail: Approximate value:	
Fixed Interest Securities Managed by/Detail: Approximate value:	
National Savings Type: Value:	
Unit Trusts Managed by/Detail: Approximate Value:	
Investment Bonds Managed by/Detail: Approximate value:	
Loans made Borrower: Date: Amount:	
Direct Debits Name: Date: Amount:	

Private Companies In which you have a shareholding.

Name:	
Holding %:	
Contact:	
Share of Business:	
Contact:	
Assets/Interests in Trust:	

Bank / Building Society Accounts:

Bank (1):	
Account number (1):	
Sort code (1):	
Address/Contact (1):	
Bank (2):	
Account number (2):	
Sort code (2):	
Address/Contact (2):	

Liabilities:

Bank overdraft:	
Loans:	
Other liabilities:	

Contracts:

HP/Loan:	
Life insurance:	
Critical illness cover:	
House insurance:	
Contents insurance:	
Car insurance:	
Other general insurances:	

Utilities & bills:

Water:	
Gas:	
Electricity:	
Council tax:	
TV licence:	
Phone/Internet/Cable:	

Location of valuables:

Property deeds:	
Contact:	
Stocks & Shares certificates:	
Pensions & life assurance policies:	
Contracts (e.g. HP & Loan agreements):	
Safety deposit box & key:	
Personal papers:	
Passports:	
Bank statements:	
Birth certificate:	
Others (specify):	

Notification required:

Employer:	
Name:	
Telephone number:	
Address:	
Pensions: Name (1)	
Address (1):	
Pensions: Name (2)	
Address (2):	
Standing orders & Direct debits:	
Trustees/Executors/Guardians:	
Honorary Offices held:	
Debit, Credit Cards, or Charge Cards:	
Do you act in a legal/nominated capacity for anyone else:	
Email account:	
Social media account(s):	
Other information:	