

Instructions for completing Personal Financial Statement:



# Personal Financial Statement

as of the following date:

Day: **A** Month: \_\_\_\_\_ 20\_\_

Name		Address		City, State		Zip Code
<b>B</b>						
Occupation	Employed By	# Years	Previous Employer	# Years	Business Phone	
Birth date	Soc Sec #	# Dep	Spouse's Name, if joint stmt	Birth date	Spouse SSN	Home Phone

Fill all Blanks, Using Schedules Below As Needed. Write "No" or "None" where necessary

Assets		Liabilities	
Cash on hand and in banks - Sch 1a	<b>C</b>	Notes Payable to banks (including FSB&T) - Sch 1b	<b>Q</b>
Notes and accounts due me (collectable) - Sch 2	<b>D</b>	Notes and accounts due others - Sch 8	<b>R</b>
Publicly traded stocks and bonds - Sch 5a	<b>E</b>	Borrowed on life insurance - Sch 3	<b>S</b>
Cash surrender value of life insurance - Sch 3	<b>F</b>	Rent and interest due	<b>T</b>
Other Liquid Assets:	<b>G</b>	Chattel mortgages	<b>U</b>
<b>SUBTOTAL QUICK ASSETS</b>		Taxes due - Sch 4	<b>V</b>
IRA/Keogh/SEP	<b>H</b>	Credit Cards	<b>W</b>
Vested Interest In Pension Plans/401K/403B	<b>I</b>	Other Short Term Liabilities	<b>X</b>
Residence - Sch 4a	<b>J</b>	Mortgage on Residence - Sch 4a	<b>Y</b>
Other Real estate - Sch 4b	<b>K</b>	Other Real estate mortgages - Sch 4b	<b>Z</b>
Machinery & Fixtures (used in business) - Sch 7b	<b>L</b>	Other liens on real estate	<b>AA</b>
Unlisted (closely held) stocks & bonds - Sch 5b	<b>M</b>	Judgments - Sch 9	<b>BB</b>
Livestock - Sch 6	<b>N</b>	Other Long Term Liabilities	<b>CC</b>
Automobiles - Sch 7a	<b>O</b>	<b>TOTAL LIABILITIES</b>	
Personal Property & Other assets - Sch 7c	<b>P</b>	<b>ASSETS-LIABILITIES = NET WORTH</b>	
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES &amp; NET WORTH</b>	
My Total Income for year ending:		<b>Contingent Liabilities</b>	If yes, list amount:
Salary		Do you guaranty any debt?	<b>DD</b>
Commissions , fees, etc.		Are you an endorser or co-maker for any debt?	<b>EE</b>
Interest and dividends received		Are you liable on Leases or Contracts?	<b>FF</b>
Spouse income		Are you a defendant on any legal claims?	
Real estate income (rents)		Provisions for Federal Income Tax	
Other income		<b>Comparison of Monthly Income and Expenses</b>	
<b>GROSS INCOME</b>		Net Monthly Income (Net Annual Income / 12)	
Deduct tax paid during year		Less: Rent or Home Payment	
Interest paid		Less: Food and Utilities	
Contributions		Less: Incidentals	
Business Expense		Less: Avg. amt paid on open accts. (credit cards)	
Other		<b>TOTAL EXPENSES</b>	
<b>NET ANNUAL INCOME</b>		<b>Difference between income and expenses</b>	

Instructions for completing Personal Financial Statement:

- A. Enter the day, month and year for which the information listed is effective. This may not be the same day the statement was completed. For example, the statement may contain information as of December 31, but be completed in January.
- B. Enter personal information for the lead borrower/guarantor. Information for a spouse can be entered on the third line.
- C. Complete information on bank deposit accounts (checking, savings, certificates of deposit, money market) in **Schedule 1A** below, and then bring the total to this cell.
- D. These are amounts that are owed TO YOU from others (a loan you have made to someone else). Complete **Schedule 2** below, and then bring the total to this cell.
- E. These are stocks and bonds that are traded on a public stock exchange such as the New York Stock Exchange (i.e. Microsoft, Exxon, Wal-Mart, etc). Complete **Schedule 5a** below, and then bring the total to this cell. You will include mutual funds in Schedule 5a, unless they are in a retirement. **NOTE 1:** Retirement funds should be listed in the space for **IRA/Keogh/SEP** or the space for Vested **Interest in Pension Plans/401k/403b**, as appropriate. **NOTE 2:** If you own your business, **do not** put the value here. It is not a publicly traded stock. Instead, use **Schedule 5B** & below for Unlisted or Closely Held stock.
- F. This is the CASH VALUE of a life insurance, (if it is whole-life and has an investment component). This is NOT the same thing as the FACE VALUE of the policy. Term life insurance generally does not have a cash value. Complete **Schedule 3** below and bring the total to this cell.
- G. Enter the value of any other Liquid asset not included in the cells above. "Liquid" means you could easily convert it to cash (i.e. within a day or few days) for an established, known value.
- H. Enter the current value of any Individual Retirement Accounts, Keogh retirement accounts, or Self Employment Plans. Do not list values for Pension Plans or 401K retirement accounts; list those in the next line.
- I. List the VESTED value in any Pension Plan or 401K / 403B retirement account.
- J. This is your main residence AND any second or vacation home. Enter information in **Schedule 4a** below, and then bring the total to this cell.

- K. This includes any real estate other than your primary residence or second home, such as rental homes, real estate you own that is leased to a business, farm land, investment property, etc. Enter information on **Schedule 4B** below, and then bring the total to this cell.
- L. This is any machinery or equipment that you own (personally) that is used primarily for your business. Complete **Schedule 7b** below, and then bring the total to this cell. NOTE: This cell does NOT include household goods or other personal property, which will be listed under Personal Property and Other Assets below.
- M. This is the value of your ownership in any closely held business. Most small businesses would fall into this category, as they are not publically traded on a stock exchange, such as the New York Stock Exchange. Complete **Schedule 5b** below, and then bring the total to this cell.
- N. Cattle, Horses, Hogs, etc. Complete Schedule 6 below, and then bring the total to this cell.
- O. This includes personal automobiles and trucks, including collector vehicles. Complete Schedule 7a below, and then bring the total to this cell.
- P. This includes household goods, furniture, stereo equipment, collections (stamp, gun, coin, etc.) and other personal property not covered in the other cells. Complete schedule 7c below, then bring the total to this cell.
- Q. This includes all Financial Institution debt (including loans from Fidelity Bank) except credit cards and debt on real estate. Examples include car loans, boat loans, student loans and unsecured lines of credit. Complete **Schedule 1B** below and bring the total to this cell. (Information for credit cards, home loans, or home equity lines of credit have their own cells below.)
- R. This includes any loans to you from non-financial institutions - such as from an individual or your business. Complete **Schedule 8** below, which will fill this cell.
- S. If you own a life insurance policy that has a Cash Value, and you have borrowed against that value, enter the loan amount in **Schedule 3** below, and then bring the total to this cell.
- T. Enter any rent or interest that is more than 30 days past its due date.
- U. A chattel mortgage means a mortgage on personal property, such as a mobile or manufactured home mortgage, specifically when the home is not financed with the land (real property).
- V. Any unpaid property taxes due; complete **Schedule 4a** and/or **4b**, then bring the totals to this cell.

W. Enter the amount currently due on any credit cards. This is the current balance, not the total credit available.

X. Any other amount due and payable within the next 12 months that is not covered by the categories above.

Y. This is any mortgage on your primary residence or second home, and would include a Home Equity loan or Home Equity line of credit. Complete **Schedule 4a** below, and then bring the total to this cell.

Z. These are mortgages on any real estate besides your first or second home. This includes farmland, rentals, investment property, property rented to a business. Enter information in **Schedule 4b** below, and then bring the total to this cell.

AA. Any liens (loans or other amounts due) on real estate that do not have a mortgage. This could include mechanic's liens (amounts due to any contractor who has performed work on real estate) and liens from homeowner's associations.

BB. Any judgments against you. Complete **Schedule 9** below, and then bring the total to this cell.

CC. Any other debt or amounts due in more than 12 months that are not covered by the other categories above.

DD. This is any debt in which you are not the primary borrower, but for which you have signed a guaranty form. This would include any debt borrowed by a corporation or LLC, which you guaranty.

EE. This is any debt that you either are a co-signer or have endorsed. This could include a car loan that you co-signed for a relative, or the debt of a partnership if you are a General Partner.

FF. If you are liable for lease or contract payments if the primary party does not pay, list it here.