Microsoft Excel - Personal Financial Statement V2.xls

File Edit View Insert Format Tools Data Window SNL Financial Help

Instructions for Completing the Automated Personal Financial Statement

1. Complete all shaded spaces.
2. Schedule totals from page two will automatically transfer to page one in the appropriate spaces.
3. Round numbers to the nearest $100.
4. Insert "0" where applicable.
5. Columns will automatically add.
6. Save file for easier updates in the future.
7. Print document, sign in ink.
8. Return completed form to the bank, per their instructions.

Never send confidential financial information through an unsecured email.

Bank Name

Street, City, State Zip

Phone, Fax, Email

Personal Financial Statement

			Date of Statement:		
Name:		SS#	Employer:		
Name:		SS#	Employer:		
Address:			Home Phone:		
City, State, Zip Code:			Business Phone:		
	Assets	Amount in Dollars		Liabilities	Amount in Dollars

Ready

Microsoft Excel - Personal Financial Statement V2.xls

File Edit View Insert Format Tools Data Window SNL Financial Help

Schedule 1: Checking and Savings Accounts

Bank Name	Account Holder Name	Type(s) of Account	Balance
		Total	

Schedule 2: Securities / stocks / bonds / mutual funds / stock in closely held companies (Attach additional information if needed)

Name of Investment	Date of Acquisition	Number of Shares	Price Per Share	Total Value
			Total	

Schedule 3: IRA's, 401(k), Retirement Accounts

Bank / Brokerage	Amount	Name	Total Value
		Total	

Schedule 4: Life Insurance

Company Name / Person Insured	Beneficiary	Face Amount	Cash Value

Ready